



Castor Church of England Primary School

HEADTEACHER RECRUITMENT PACK

September 2024

“Let your light shine”



Ofsted July 2024

A GOOD school where “Pupils are happy and enjoy learning”. “They love learning and demonstrate positive learning behaviours”. “Pupils feel safe”. “Opportunities add value to pupils’ learning”. Staff “feel valued and proud to work at this school”.

Letter from the Chair of Governors

Dear Applicant

The governors and I thank you for the interest you have shown in our school and the key post of Headteacher. We believe that this is an exciting opportunity, and that the successful applicant will be joining a happy and welcoming school.

The Governing Body is seeking to appoint a Headteacher who will build on current good practice and bring a fresh perspective.

I enclose a job description and person specification, which provide more details about the role, and candidates are invited to visit the school and meet the pupils.

When writing your letter of application, please address how you meet the requirements of the job description and person specification. Also please include:

- Your reasons for applying for the headship of this school
- Your experience and skills which would equip you for this role

Your letter should be no more than three sides of A4 paper using Arial 12 font.

Your on-line application form and accompanying letter should be returned to officemanager@castor.peterborough.sch.uk and marked for the attention of Peter Ananicz, Chair of Governors.

The closing date for applications is Monday 30th September 2024 at 12 o'clock noon. Listing of candidates for interview will take place on 3rd October 2024 and interviews will be held on 23rd and 24th October 2024.

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely

Mr Peter Ananicz
Chair of Governors

ABOUT CASTOR CHURCH OF ENGLAND PRIMARY SCHOOL

Introduction to our school

Castor School is a one form entry Voluntary Controlled Church of England School in the village of Castor, very close to Peterborough. We are the local school for Castor and Ailsworth, as well as the nearby villages of Marholm, Upton and Sutton and a small area of Bretton in Peterborough (60%) with other children coming from out of catchment including the City of Peterborough. The school is set in its own grounds in the centre of the village, next to St Kyneburgha's Church.

The leadership structure is a Headteacher supported by a Senior Leadership Team consisting of a Deputy Headteacher, Assistant Headteacher, SENCO and the DSL.

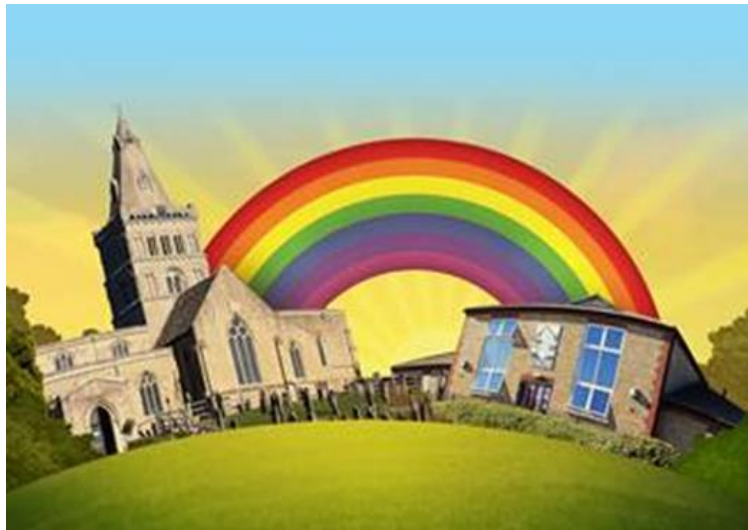
Staff, parent, and pupil wellbeing is at the heart of all that we do and a staff wellbeing charter is in place which highlights expectations for all. Feedback from stakeholder questionnaires shows this to be a strength of the school.



The Church plays an extremely important part in the everyday life of the school. Our children are familiar with Christian practice and we have very close links with St Kyneburgha's Church.

We are a one form entry primary school and currently we have 171 children in the school, from 4 to 11 years old.

School Ethos Statement and Vision and Values



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.

Our School Vision is 'Let your light shine'. We have chosen this vision because we recognise that every child and adult in the school community has been given special gifts and talents. We want to nurture these for the benefit of the individual and the wider community so we can flourish and make a difference by spreading God's light.

Based on Scripture: "No one after lighting a lamp, puts it under the bushel basket, but on a lampstand and its gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your father in Heaven". (Matthew 5 v16).

At Castor Church of England Primary School, we seek to create an inclusive and caring learning environment underpinned by our core values. Our aim is to teach pupils to act in a caring, positive and safe manner in accordance with our values: Friendship. Honesty. Respect, Kindness, Forgiveness and Trust. Because our children feel safe, loved, and valued we consider behaviour to be excellent.





Teachers work closely together and are well supported by a strong team of teaching assistants, midday assistants and office staff. We have a committed group of governors with a range of experience, who work collaboratively with the Senior Leadership Team. We are working together to provide a robust curriculum, high quality learning experiences and a consistent approach to behaviour management that safeguards our children and makes them feel safe and allows the knowledge skills and aptitude of each individual to be developed.

We have an active School Council. Our School Councillors are voted in at the start of the year. Pupil voice is an important aspect of school life.

To meet the needs of busy families, we have a well-established wrap-around care service for before and after school. Castor Crew is run by the school and enables integrated care and support, while providing an environment that enhances children's experiences.

We have recently developed the Hub and a calming Reflection Area to ensure the children's wellbeing and SMCS needs are met which is fundamental to them being ready to learn, with support as necessary from our Mental Health First Aiders and other staff.

The Friends of Castor School is a vital source of support. The Friends organise events which both fundraise to support school projects such as the school library and provide opportunities for the wider school community to get together socially.

Plans for a Forest School are getting underway. Our school grounds and the local area allows us to enhance children's learning and experiences in the outdoors.



We reinforce our PE curriculum by offering a wide variety of extracurricular clubs which have recently included multi skills, table tennis, football, netball, and basketball. Other extra-curricular clubs include chess, dance and Spanish.

Community Links

We are very proud of our strong and special relationship with St Kyneburgha's church. Regular school services are held in church throughout the year, including termly school Eucharist, in which children play leading roles. There is a church team who lead acts of worship in school every week.

We are looking to develop courageous advocates who want to make a difference. Examples include the long links we have with the charity Anna's Hope, support for the foodbank, and being a UNICEF Gold Rights Respecting School.



We have very good links with our village pre-school as well as other local nurseries to develop positive transitions to the school.

Every year the children have opportunities to take part on trips and visits, these have included trips to Walsingham, Sacrewell Farm, Flag Fen and the Hindu Temple.



WHAT OUR COMMUNITY IS LOOKING FOR

We asked pupils, staff and Governors what qualities and strengths they would like to see in our new Headteacher:

Pupil voices – “My New Headteacher”

To be nice – Kind and Fun – Fun and Respectful – Funny and Kind – Positive – Strict but Fair – Smart – Involve Us All

Staff voices – “Our New Headteacher”

Approachable and Empathetic – Understanding and Appreciative of workload – Doesn't jump as new fads and “do it” because others do – Reflective and Takes Time to review before doing – Good People Person - Practical and Realistic

Governor voices – “Our New Headteacher”

Strategic – Team Leader and Player – Organised – Takes the team with them – Communicator – Open Door Policy

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JOB DESCRIPTION

Contract: Full-time, permanent

Responsible to: Governing Body

Salary: Group 2: L11–L20

Start date: by April 2025

DUTIES AND RESPONSIBILITIES

Leadership and management

The Headteacher will work effectively with the Senior Leadership Team, staff and governors, to:

- Set the school's strategic direction, maintaining a constant drive for school improvement.
- Recruit, retain and deploy staff appropriately for the school's vision and aims.
- Manage staff fairly and effectively, ensuring that all staff are supported, valued and motivated to develop their skills, work as a team and dedicate their talents to the school's success.
- Ensure school buildings and facilities are maintained and developed to meet the school's needs.
- Work with the School Business Manager and Governors to set and monitor budgets, and manage the school's financial resources appropriately to meet the school's needs and secure its long-term stability.
- Provide strong, values-driven leadership that welcomes diverse views, both offers and accepts challenge, and delegates effectively.
- Model and motivate the whole school community to meet high behaviour standards that support staff and children's safety, wellbeing, and learning.
- Lead by example while remaining fully approachable and visible across the school .
- Advance the school's distinctive Christian character.
- Create a culture where pupils experience a positive and enriching school life.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.

The curriculum and teaching & learning

The Headteacher will be responsible for developing and maintaining a rich curriculum, and ensuring high standards of teaching and learning, so that every child can reach their full potential. This will include:

- Overseeing the curriculum to ensure that it is purposeful, ambitious and inclusive. responding to the needs of different cohorts and engaging children in the love of learning
- Monitoring and evaluating the quality of teaching, using effective appraisal mechanisms to ensure that teaching is of the highest quality right across the curriculum.
- Monitoring pupils' learning and progress, using targets and data as appropriate to improve attainment for all children.
- Developing a curriculum in which core and non-core subjects are supported and resourced to provide pupils with a rich education.

- Ensuring that Pupil Premium and SEND children are fully supported, monitoring progress and implementing interventions were necessary to ensure that all children can access education and make progress.
- Ensuring that all pupils are supported and stretched appropriately and find learning both enjoyable and challenging.
- Making a rich and varied educational experience available to all pupils, including a variety of extra-curricular opportunities.

Community

The Headteacher will show the highest standards in representing the school to all individuals and groups within and outside the school. This will include:

- Working closely with parents and carers, ensuring that they are kept informed of their children's progress, feel included in the school community, and are supported to work with the school in pupils' best interests.
- Increasing and enhancing opportunities for parents and carers to be involved in the life of the school, including volunteering.
- Establishing and maintaining partnerships with other local schools.
- Maintaining and developing the excellent working relationship with our local church parish church of St Kyneburgha.
- Developing links with the local community to cement the school's place at the heart of the community and maximise the educational opportunities on offer to pupils.
- Promoting an honest and positive image of the school, supporting parent choice and providing information through the school website and social media.

Accountability and governance

The Headteacher will:

- Ensure that the school is fully compliant with all its legal responsibilities.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care.
- Present a coherent and accurate account of the school's performance as appropriate.
- Work with the governing body to monitor performance, drive improvement and implement the school's vision.
- Work in partnership with Kyneburgha's Church, the Diocese of Peterborough and the local education authority.
- Create conditions in which pupils, staff and the school community feel free to speak up and be heard if they have concerns or ideas for improvement.
- Model the school's vision, Christian values and ethos at all times

PERSON SPECIFICATION

Essential

Desirable

Qualifications		
Qualified teacher status.	✓	
National Professional Qualification for Headship (NPQH).		✓
Experience		
Teaching experience in primary education.	✓	
Senior leadership experience in a school.	✓	
Demonstrate experience of successful line management and staff development.		✓
Experience of leading teaching and learning across the primary age range, with a strong track record of raising outcomes, supported by data.	✓	
Experience of curriculum development to meet the changing needs of learners.	✓	
Experience of strategic financial and resource management.	✓	
Have held lead responsibility for safeguarding/child protection.		✓
Experience of working with SEND children and understanding their needs Involvement in school self- evaluation and development planning.		✓
Professional skills and knowledge		
Understanding of high quality teaching based on evidence, and the ability to model this for others and support others to improve.	✓	
Data analysis skills, and the ability to use data to set targets and to identify weaknesses.	✓	
Understanding of school finances and financial management.	✓	
Effective communication and interpersonal skills.	✓	
Ability to communicate a vision and to inspire others.	✓	
Ability to build effective working relationships.	✓	
Personal qualities		
Commitment to uphold the 7 principles of public life (the Nolan principles) at all times.	✓	
A commitment to getting the best outcomes for all pupils and for promoting the Christian ethos and values of the school.	✓	
Ability to work under pressure and prioritise effectively.	✓	
Commitment to safeguarding and equality.	✓	
Leads by example, able to articulate and demonstrate the school's Christian vision and values.	✓	
Demands high standards of themselves and others.	✓	
Motivates, inspires and supports all staff.	✓	
Demonstrates exemplary levels of personal integrity and fairness.	✓	
A commitment to personal development; a reflective practitioner who is receptive and responsive to feedback.	✓	

APPLICATION AND SELECTION PROCESS

Prospective candidates are welcome to visit the school. This informal visit will not form part of the selection process. Visits will take place in the week beginning 16th September 2024.

The Chair of Governors, Peter Ananicz is happy to answer questions. Please contact him via Mrs Baxter-Edwards on 01733 380280 or officemanager@castor.peterborough.sch.uk

Closing date for applications: 12 noon, Monday 30th September 2024

Applications should consist of a **completed application form and a supporting letter demonstrating how you meet the requirements of the job description and person specification.** (Please do not send a CV.) Your letter, of no more than 3 sides of A paper (Arial 12 font),

Completed applications should be sent to: officemanager@castor.peterborough.sch.uk

Interview dates Wednesday 23rd and Thursday 24th October 2024

Candidates will be asked to take part in a variety of activities and to meet in various formal and informal contexts with pupils, staff and governors. Shortlisted candidates will receive further details in advance of the interview.

Contact details

Castor Church of England Primary School, Stocks Hill, Castor, Peterborough, PE5 7AY
Telephone: 01733 380280
Email: officemanager@castor.peterborough.sch.uk
Website: www.castorschool.co.uk

Castor Church of England Primary School is an equal opportunities employer.

Castor Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo employment checks including an enhanced check from the Disclosure and Barring Service (DBS).