



Headteacher Information Pack

A school at the very heart of the local
community!



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Welcome from Chair of Governors

Hello, and thank you for showing an interest in the position of Headteacher at Hadleigh Community Primary School. I hope this information pack provides you with the information you need to decide whether you wish to apply for the role and please take a look at our website for more information about our school.

Our existing Headteacher has been in the role for the past 10 years and has been kind enough to notify us of his intention to retire at the end of this academic school year, providing us with time to plan for his departure and find his successor. We are now seeking a charismatic and confident leader, who actively and positively engages with staff, pupils, parents, carers and all stakeholders and will continue to drive our school forward.

At Hadleigh Community Primary School, we are really proud of our vibrant and dynamic school, and the values and vision that drive us. Our pupils benefit from fully rounded experiences and consistently outperform national average expectations.

Our goal is to nurture and develop mutual respect, tolerance, teamwork and perseverance as well as good manners. Our dedicated and talented team of staff inspire and motivate all children throughout their respective learning journeys. We value personal achievements while always encouraging and supporting the children to realise their full potential. We believe in nurturing curiosity, encouraging innovation, and celebrating diversity, all while maintaining a happy, safe and inclusive environment.

Thank you for considering Hadleigh Community Primary School. I would like to strongly encourage you to arrange a visit (details on the next page); I would be keen to meet any interested candidates and show you around our school and answer any questions you may have.

I wish you the very best in your application journey should you choose to pursue this role.

Kind regards,

Mandy Gowers, Chair of Governors



Key Dates and Application Information

Application Closing Date	5 November 2024
Shortlisting	12 November 2024
Interview Dates	20-21 November 2024
School visits	Welcome throughout October
Role start date	1 September 2025

For further information or an application pack, please contact Headteacher Recruitment at: headships@suffolk.gov.uk or **01473 263943**

To arrange a school visit, please call **01473 822161** or email office@hadcps.uk





About Hadleigh Community Primary School

The Setting

Hadleigh is a vibrant market town in South Suffolk, nestled in the picturesque Brett Valley, on the fringe of Constable Country. It is within an easy commuting distance from Ipswich, Colchester, Sudbury and the A12/A14 corridor.

Set in beautiful, expansive grounds which marries both traditional and modern buildings, we have the perfect setting for our school.

The original school building is still in use and dates back to Edwardian times with unique markings that adds character and brings to life the history of our school and the children it has educated for over 100 years.

Over time the school has been expanded and more modern facilities have been sympathetically added to the historical site, with a central focal point around a glass atrium situated next to a large hall which can host the entire school.

A separate nursery unit is situated across the playground from the main school, next to our music classroom and an additional hall.

We are fortunate to have 3 playground areas, a large grass field with an area of astro-turf, an environmental area, a peace garden, a pond and a small woods on the edge of our land which, together with our new outdoor classroom, hosts our forest school provision in all seasons, which is an inherent element of our early years offering.





What we offer

At Hadleigh Community Primary School, we are proud of the broad and diverse curriculum we offer, together with the extensive extra curricular opportunities our pupils can benefit from.

From the minute a child steps through the gates from as young as 3 by attending our Hadleigh Hedgehogs nursery, children will have the opportunity to alternate their lessons between a traditional nursery classroom and our forest school based in our own woods at the perimeter of the school grounds. Our newly constructed outdoor classroom situated there ensures this important outdoor experience continues all year round. When progressing to primary school, children in Early Years and Key Stage 1 will continue to have regular forest school lessons.



We are passionate about music and PE at our school and we know how lucky we are to have dedicated teachers in these fields. Throughout a child's school journey, from Nursery to Year 6, they will benefit from having dedicated music and PE lessons each week from our specialised and experienced teachers.

There is a broad, balanced and creative curriculum in place and a constant focus on how the diversity of learning can be expanded in a meaningful and purposeful way, ensuring our children grow with an understanding of being inclusive and accepting in an ever-changing world.



There is something for every child at Hadleigh Community Primary, and throughout the year we celebrate various areas of the curriculum in an inclusive and engaging way, enabling every pupil to explore a multitude of experiences and providing them with an opportunity to shine.

There is Shakespeare Week celebrating English and history, working in partnership with our local historical art centre at Benton End, children carry out an annual Roman invasion in Year 3, music concerts, our infamous sports days and annual school camp to name but a few.





Children can sign up to various free, inclusive schools clubs at lunchtimes and after school - whether musical, sporty, performative, artistic or perhaps more interested in lego, computing, reading - our committed colleagues ensure there is something for everyone.

Each year group has at least one school trip each year linked to a particular topic or area of the curriculum they are studying, ensuring every child has the opportunity to gain cultural capital and experiences outside of their typical daily lives.

From Key Stage 2, children are introduced to leadership and democracy with an opportunity to represent their class on the School Council which meets every term to discuss topical events and arrange events for the school.

We have a strong SEN provision, headed up by an experienced SENCO and supported by a passionate and driven team. Our aim is to work with children and families to identify any special educational needs, then ensure appropriate support is in place, overcoming barriers to learning, enabling all children the opportunity to fulfil their potential.

As well as committed staff, we are also supported by dedicated parents, carers and our general community. We are incredibly fortunate to have an active and engaged HSA (Home School Association) who run the school uniform shop and support many school events as well as hosting their own, such as the school discos, fundraiser events and even a lottery to generate funds for investment back into the school. Thanks to their efforts, our pupils' education is enhanced in practical ways such as being able to invest in quality staging for our school performances, and new tables and chairs for our Nursery, through to stimulating experiences like a visit from a Viking for Year 5 and memorable end of Primary School party and gifts for Year 6.

We are able to support families by offering paid-for wrap-around care in the form of our Early Birds and Owls clubs from Nursery through to Year 6.

We have a team of experienced and skilled kitchen staff. Every day, pupils and colleagues can enjoy delicious, home-cooked, nutritious meals and select from a healthy salad bar at a fair and affordable price.



School Vision, Values, Aims and the Governing Board

Vision

Our vision is to deliver inspirational teaching within a vibrant environment that encourages and supports each child to realise their full potential and prepare them for life in modern Britain.

Values

A theme of planets and stars underpin the values of the school.

Everyone is expected to conduct themselves with **Respect, Honesty** and **Kindness**.

We encourage children to **Reach for the Stars** and have a rewards based system recognising those who:

- ★ Make links
- ★ Use your imagination
- ★ Take responsibility
- ★ Learn from mistakes
- ★ Take risks
- ★ Stay resilient
- ★ Work together
- ★ Be curious



The school's motto is to **"Be The Best You Can Be"**



Aims



To foster confident, life-long learners by providing a broad, balanced, creative and challenging curriculum, and extra-curricular activities, that nurture each child and allows them to reach their full potential within a safe and stimulating environment



To develop excellent, enthusiastic school staff by providing a strong team ethos, shared high expectations and standards of professionalism and continuous professional development



To create a vibrant environment where children feel challenged and supported to be the best they can be and where every child, colleague and parent is valued for the contribution they bring to the school and where every success is celebrated



To engage with parents, local communities and our pyramid schools to further support and extend the children's learning so that they relate to and respect the wider community and the world beyond

The Governing Board

There is a strong and experienced Governing Board of 14 in place, bringing with them an array of skills from a diverse background of professions and life experiences. The Chair has been a Governor since 2018 and in post as Chair since 2019, with the current term expected to run to Spring 2026 to ensure continuity and support for the incoming Headteacher. The constitution allows for 7 Co-Opted Governors, 4 Parent Governors, 1 Local Authority Governor, 1 Staff Governor and the Headteacher. There are currently no vacant positions on the Board and historically we have been able to successfully fill any positions arising without any challenges.



Focus on Wellbeing

We recognise at HCPS, that the current world we live in presents daily challenges that, at times, can be overwhelming.

We want all staff to know their wellbeing is a priority and we expect our future Headteacher to continue to place an importance on it and lead the school with it in mind. Our hope is that roles and responsibilities have reasonable expectations that provide healthy challenge, fulfilment and job satisfaction, and that the workplace is a supportive and encouraging environment for all.

Over the past year, a working group comprising members of staff and the Governing Board have considered areas of the staff survey which have indicated where improvement may be needed, and an action plan is in place with clear progress being made to drive change where necessary. This is a continued area of focus for the current academic year and one of the objectives on the School Development Plan.

It is also recognised that children can feel overwhelmed at times as well, and to be able to learn, develop and build positive relationships, they sometimes need support in managing their emotions and understanding their feelings. This year, the school has introduced Zones of Regulation across all year groups. Staff have received training and guidance, and a whole school approach has been implemented with a view to bringing about a culture of awareness and supporting children in developing skills that will serve them throughout their education and into adulthood.



Snapshot of our School

Ofsted
GOOD
(July 2021)

LA Maintained
School

0.05%
English as an
Additional
Language

515
Pupils on Roll

55
Children in
Nursery

118
Staff
Employed

11.45%
Pupils with
SEND

31.26%
Pupil Premium

12.23%
Children from
Service
Families



JOB DESCRIPTION - HEADTEACHER

Main purpose

The Headteacher is responsible to the Governing Board and Local Authority for the successful leadership and management of Hadleigh Community Primary School.

Through providing successful leadership and management, every child will have the opportunity and encouragement to reach their full potential within an inclusive, caring and stimulating environment, and every member of staff can expect to work in a professional, inclusive and supportive environment.

The Headteacher will:

- establish and sustain the school's ethos and strategic direction together with the Governing Board and through consultation with the school community
- be a visible presence both in the school and within the wider community, building trust, inspiring respect and maintaining a positive image of the school
- establish and oversee systems, processes and policies so the school can operate effectively
- identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- make sure these school improvement strategies are effectively implemented
- monitor progress towards achieving the school's aims and objectives
- allocate financial resources appropriately, efficiently and effectively

Qualities

The headteacher will:

- uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- build positive and respectful relationships across the school community
- serve in the best interests of the school's pupils



Duties and responsibilities

School culture and behaviour

The headteacher will:

- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- ensure a culture of staff professionalism
- 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
- use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The headteacher will:

- establish and sustain high-quality teaching, in an enjoyable and effective manner, across all subjects and phases, based on evidence
- ensure teaching is underpinned by subject expertise
- effectively use formative assessment to inform strategy and decisions
- ensure the teaching of an innovative, broad, structured and coherent curriculum that meets with Government criteria and stimulates learning
- establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- monitor and evaluate pupils' achievements and results, identify areas of weakness and devise and implement strategies to address and improve these areas
- ensure the use of evidence-informed approaches to reading so that all pupils are taught to read



Additional and special educational needs (SEN) and disabilities

The headteacher will:

- promote a culture and practices that enables all pupils to access the curriculum
- have ambitious expectations for all pupils with SEN and disabilities
- make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The headteacher will:

- ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- manage staff effectively with due attention to workload and wellbeing
- ensure rigorous approaches to identifying, managing and mitigating risk
- To ensure the school premises and facilities are well maintained and meet the needs of the pupils, curriculum and health and safety regulations, involving the Local Authority as landlord where circumstances are beyond the jurisdiction of the Headteacher role

Professional development

The headteacher will:

- ensure staff have access to appropriate, high standard professional development opportunities
- keep up to date with developments in education and legislation
- ensure training and continuing professional development is effectively planned, delivered and evaluated
- make sure professional development opportunities draw on experts both within, and beyond the school



- seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- understand and welcome the role of effective governance, work in partnership with the Governing Board and ensure they have access to and are provided with full and transparent information and data to enable them to successfully carry out their duties
- ensure that staff understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- work successfully with other schools and organisations, particularly with Pyramid partners
- maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to carry out other duties appropriate to the level of the role.



Person specification

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ● Qualified teacher status ● Degree 	<ul style="list-style-type: none"> ● Headship National Professional Qualification ● Senior Leadership National Professional Qualification
Experience	<ul style="list-style-type: none"> ● Successful leadership and management experience in a school (minimum of 3 years experience) ● Outstanding teacher (minimum of 5 years experience) ● Involvement in school self-evaluation and development planning ● Experience of leading school improvement and raising standards in the education of young people ● Demonstrable experience of successful line management and staff development ● Experience of an OFSTED inspection and post inspection action planning and implementation 	<ul style="list-style-type: none"> ● Experience of being a Headteacher



Skills and Knowledge	<ul style="list-style-type: none">● Data analysis skills, and the ability to use data to set targets and identify weaknesses● Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve● Understanding of school finances and financial management● Effective communication and interpersonal skills● Ability to communicate a vision and inspire others● Ability to build effective working relationships● Ability to positively and calmly resolve circumstances where there is confrontation or conflict	
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Personal Qualities	<ul style="list-style-type: none">● Commitment to uphold the 7 principles of public life (the Nolan principles) at all times● A charismatic and confident leader, who actively and positively engages with staff, pupils, parents/carers and all stakeholders● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school● Ability to work under pressure and prioritise effectively● Commitment to maintaining confidentiality at all times● Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position● High emotional intelligence	
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