



Heartwood Church of England VC Primary and Nursery School

Learn to Love - Love to Learn!



Headteacher Application Candidate Pack January 2021

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Letter from the Chair of Governors

Dear Candidate

Many thanks for your interest in applying for the position of Headteacher at our school. I hope that this application pack gives you a feel for the caring and nurturing atmosphere that encompasses all aspects of life at our school.

Heartwood is an isolated Primary school, which although never judged inadequate has been in and out of local authority intervention for many years and in the past has been judged satisfactory or requires improvement. The school did receive a Good judgement in 2017, but improvements have not been sustained.

Currently, after receiving a warning notice in February 2020, we are an improving school through intervention once again by the local authority and work closely with a Lead Officer and a Performance Officer who support the Acting Headteacher and Acting Deputy Headteacher who are providing effective interim leadership at the present time.

Our aim in the immediate future is to become a confident, improving primary school that is not reliant on external support.

Going forward from there

- Secure and confident leadership with unwavering drive and purpose
- A well designed and embedded curriculum
- Consistently excellent teaching
- Provision in place to confidently meet the needs of every child and their family

At Heartwood, we are proud now to be a Primary school, welcoming our first Year 3 cohort in September 2020. We have had a refurbishment in school, invested money in new laptops, science equipment, sports equipment, play equipment and other resources to ensure our children have the best experiences when learning here. We also offer specialised Forest School, music and sports teachers and work closely with INSPIRE Sports.

Heartwood is a caring school community who have adopted the Danish Hygge approach to living well and focussing on being in the moment and embracing the feelings of warmth, simplicity and togetherness.

As a Governing Body we are committed to building on what has already been achieved and moving the school forward to the outstanding status it deserves.

Sarah Anderson

Chair of Governors



Letter from Reverend Janet Allan

Dear Candidate

As Vicar for the town of Swaffham and the village of Sporle, I am available for the whole community, including civic events, celebrating life events such as christenings and marriages, and officiating at funerals and memorials. Outreach into the community is as important as sustaining the congregations in our churches. Whilst Swaffham has a high proportion of elderly people, there are also increasing numbers of young families in the area, and I have input into 3 Church of England primary schools.

I am the Bishop's Appointed governor and visit school regularly for collective worship and other events, whilst the children visit church at least termly for special services and in class groups to learn and explore. The parochial church council receives regular reports. Last year the school created prayer spaces and several volunteers from the parish church assisted with this initiative. The congregation has also been involved with Diocesan food hamper projects (summer and Christmas 2020) and seeks to offer support where needed.

As with the Parable of the Good Samaritan, which is integral to the school's vision of love in all its fullness, the relationship is a reciprocal one, with the church seeking to show the face of Christ to the school community, and also being hugely blessed by the contribution the children make.

The school's links with the church help to support the children's spiritual development, creating an environment where they can explore faith, ask questions, and have the opportunity to experience something of the mystery and wonder of God in our beautiful medieval parish church. The connection with the church also serves to build community more widely, offering the children the opportunity to broaden their horizons and develop their aspirations.

As a Church of England school, at Heartwood we are committed to a Christian ethos and the spiritual wellbeing of our children. Our vision and values reflect our desire to be an inclusive and caring community. There is a strong link with our parish church, St Peter & St Paul, Swaffham and the children visit the church regularly, both to explore and learn about the Christian faith, and to take part in school services. Many have longstanding connections through their families, where generations have celebrated life events in the parish church. The Vicar is a school governor, leads collective worship regularly in school, and is available to support the school community. We are looking for someone who will not only support our Christian ethos but recognise its significance in building community and developing aspirations.

Reverend Janet Allan, B.A (Hons.), Dip Lib, M.B.A.

Vicar of Swaffham and Sporle



Our Vision

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We aim to provide a safe, nurturing environment and a rich variety of experiences so that all pupils are able to flourish and discover their unique strengths and talents. Our mission is to enable every child to enjoy a life filled with meaning and purpose, underpinned by Christian values, a love of learning and an eagerness to make the world a better place.

"Live life in all its fullness" (John 10:10)

Our vision is based on Jesus' two greatest commandments, love God and love one another. The parable of the Good Samaritan (Luke 10:25-37) guides our school family to extend love, compassion and respect to all God's people.

Our Values

We aim to achieve this through our key values

Friendship - We are loving and kind. We know how to learn and play together.

Compassion - We understand our own and others feelings. We care for ourselves and for others. We forgive each other when we make mistakes.

Respect - We value ourselves and others. We delight in our differences.

Service - We look for ways to help others.

Responsibility - We make good choices for ourselves, our community and our environment.

Courage - We feel confident enough to challenge ourselves, take risks and make mistakes. We stand up for what is right.



The Christian ethos is important to our school and as such we maintain close links with the Diocese of Norwich and St Peter and St Paul Church in Swaffham. We promote Christian values in our school through the experiences we offer our pupils and develop their understanding of Christianity. We also explore other faiths and cultures so that differences are valued and equality assured.

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Heartwood Church of England VC Primary and Nursery School



Why choose Heartwood?

Heartwood Church of England Primary and Nursery School provides a wonderful opportunity for someone with the drive and desire to lead a community orientated market town school with a focus on raising academic achievement and a nurturing ethos.

Swaffham is one of Norfolk's best loved market towns, with its historic market and auction. Situated on the northern edge of The Brecks, 20km east of Kings Lynn and 50km west of Norwich, Swaffham is an ideal base from which to explore Norfolk, Suffolk and The Fens. The medieval city of Norwich is 50 minutes away and there is a regular, excellent bus route running from Norwich to Peterborough, also calling at Dereham, Kings Lynn and Wisbech, which is useful for accessing mainline train services.

We are a happy, positive school with motivated children who enjoy their learning.

Pupils are very well behaved and love to talk with visitors about our school. The children and our families are very supportive and speak highly of our work.

Swaffham has areas of rural deprivation and this vacancy offers an opportunity to excite, motivate, and support children from a diverse range of backgrounds, raising their personal aspirations and making a real difference.

The school has an engaging curriculum that offers many enriching experiences from visitors and day trips to exciting residential fieldtrips. All staff are committed to securing the best outcomes for every child regardless of the individual starting points.

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What our children say

"I'm a Heartwood Hero and I'm proud because Heartwood is great"

"We get to do fun stuff with our learning like building models"

"I like forest school!"

"We have fun at Heartwood because of our lessons"

"My favourite part of the day is being with my friends"





What our parents say

“Excellent communication from the school especially during lockdown.”

“Friendly, clean and helpful with any queries we have.”

“Fantastic communication that is shared promptly and sensitively”

“Warm and welcoming staff”

“Wellbeing for all is part of the everyday school culture”

“A safe nurturing environment that is centred around each child’s well-being!!”

“A friendly school, that really cares about the children and the community.”

“When I needed to fill in the application for my youngest child, I had no hesitation on choosing Heartwood with already deciding my eldest was going to stay there. The staff go above and beyond just a job. They have made both my children and myself feel at ease whilst following strict guidelines in these worrying times. The school gives all children the confidence and strength to achieve whatever they put their minds to whether in learning or play.”

“Heartwood is a school where the teachers really care about all the children, and each child is treated as an individual. It’s a lovely place for children to learn. My son especially enjoys being outside, so the opportunities he gets from the Forest School and other outdoor activities at the school are wonderful. I love seeing how happy he is to join his friends at Heartwood every school day!”





What our staff say

"As a new member of the Heartwood family I couldn't have asked for a more friendly, welcoming team to join!"

"Heartwood is a cheerful and friendly place to work and all staff are welcoming and helpful"

"Heartwood is all about the children and what is best for them."

"I'm proud to be a part of such a dedicated team."

"I joined Heartwood in the middle of the lockdown pandemic. Despite social distancing restrictions and a complete change in how we work as a team in school, the staff have made me feel so welcome. I have been accepted as part of the teaching staff so kindly. Our team is truly our strength"





OFSTED comments in February 2017



"Leaders have a clear understanding of the areas which still need to improve. For example, some of the most able pupils could do even better in mathematics."

"Safeguarding is effective. Staff are knowledgeable about keeping children safe and good systems are in place to monitor and track concerns. Staff are trained well."

"Pupils' behaviour is good. Staff have high expectations and pupils know how to respond well to the school rules. They enjoy the many rewards that encourage good behaviour."

"Parents are positive about the school. They value the caring nature of the staff and how approachable senior staff are, especially when pupils arrive at school in the mornings."

SIAMS comments in January 2020

"The school's vision and values are distinctly Christian. They are recognised and valued by staff and parents and underpin the whole curriculum."

"The school has a broad and balanced curriculum shaped by its Christian vision. "

"The many vulnerable pupils are given considerable support and most pupils make good progress."

"The school has a very strong inclusive philosophy. All members of the community are welcomed equally and pupils feel valued."

"Collective worship is good"





How to Apply

Please note that your application will be copied and distributed to the Shortlisting Panel, therefore it is important that any communication is clear and concise.

To access the online application form please go to www.educationjobfinder.org.uk, search for vacancy and follow the instructions. If you wish to submit an additional personal statement this should be either a Word document or PDF and emailed to jobads@educatorsolutions.org.uk by the closing date. Please do not submit a CV.

Please refer closely to the criteria found in the Person Specification and demonstrate how and why you meet these criteria, with relevant examples and ensure that your application includes the details of two professional referees, one of which must be your current/last employer.

Closing date for applications is midday on Sunday 21st February 2021.

School visits in person are not currently allowed due to the current circumstances, therefore, interested applicants are strongly encouraged to contact the Chair of Governors for a conversation. Please contact the Chair of Governors at sarahanderson6019@icloud.com to arrange a mutually convenient time.

Time scale for the appointment will be as follows:

Shortlisting will take place on 23rd February 2021

Interviews will be held on 2nd & 3rd March 2021 (interviews may be virtual/face to face/ mixture of the two dependent upon circumstances at the time.)

Thank you



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