

HEADTEACHER INFORMATION PACK September 2023



**Histon & Impington
Brook Primary School**

Histon & Impington Brook Primary School
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January 2023

Dear Applicant

Meridian Trust wish to recruit a headteacher to lead Histon & Impington Brook Primary School from September 2023. We are looking for someone who is dedicated, hardworking and passionate about education and will lead our school into the next phase of its development. Histon & Impington Brook Primary School has an enviable reputation in the local community – children enjoy learning in our school; we have a rich and varied curriculum with extensive extra-curricular activities; our teaching staff benefit from outstanding continuing professional development and we have very strong links within the village communities of Histon and Impington and the city of Cambridge. Histon & Impington Brook Primary School provides a high quality of education – it is an inspiring place to work and we are now looking to appoint a leader who can build on these very strong foundations.

This is an exciting time to be joining Histon & Impington Brook Primary School – from September 2021, we transitioned from becoming a Junior School (formerly known as Histon & Impington Junior School) to an all through primary school (ages 4-11) and by September 2023, the full complement of year groups will have been reached. This change has taken place due to the high demand for school places within Histon and Impington. Similarly, our neighbouring school, Histon & Impington Park Primary (formerly Histon & Impington Infant School) became an all through primary school from September 2021. Both schools work very closely together within our Trust and benefit from wonderfully supportive parents/carers and community links.

In the Autumn of 2021, we were delighted when Histon & Impington Brook Primary School (formerly Histon & Impington Junior School) was designated as the Teaching School Hub for Cambridgeshire and Peterborough. The Hub works with providers to roll out the Early Career Teaching framework in addition to National Professional Qualifications. Working closely with staff at our school, the Hub offers excellent professional development opportunities and is testament to the high regard for the school in leading the way in teaching and learning innovation. Through our work as a Teaching School for many years, our staff have been at the forefront of educational research, school improvement, ITT and CPD which has influenced and shaped our curriculum.

In April 2022, we embarked on the exciting journey of merging our existing Trust (Cambridge Primary Education Trust - CPET) with Cambridge Meridian Academies Trust (CMAT). The newly formed trust is now known as Meridian Trust. CPET's family of five primary schools, led by Histon & Impington Brook Primary School, has enjoyed sharing its excellent teaching practice with the other schools in the Trust and after working extremely closely with CMAT over a number of years, this was a natural step in the evolution of our vision for our school.

The new Meridian Trust now includes 14 primary schools, 12 secondary schools and 2 special schools including the incorporation of the Cambridgeshire and Peterborough Teaching School Hub. Working within a thriving Trust, our ideal candidate will therefore be a natural team player, willing to contribute to the wider Trust aims and objectives. A commitment to collaboration and sharing of excellence is at the heart of our educational improvement philosophy. As a headteacher working within Meridian Trust, you will benefit from the opportunities afforded to a mixed phase trust. Our schools are very well supported by the

directorates teams of finance, IT, HR, and estates, as well as our knowledgeable Trustees. This enables a level of technical support which would not be possible in a smaller trust. Primary headteachers meet regularly to develop primary practice and enjoy a higher level of support from a core team of Executive Principals who work closely to provide additional guidance and expertise.

This position would suit someone who is interested in leading the development of high standards of innovative teaching and learning, likes to follow up on or initiate creative ideas, and wants to participate in developing a primary curriculum which is fit for the next generation. We are looking for someone with clear vision and a thorough understanding of the processes of school leadership including: self-evaluation, school development planning, efficient and effective deployment of resources, target setting and accountability to the School Advisory Board (SAB) and Trustees to ensure that the school continues to thrive and develop further.

In summary, as you will experience from the outset on visiting Histon & Impington Brook Primary School, the children are at the heart of everything we do and we believe that it is our duty to provide our children with the best possible opportunities. We are very fortunate to have a talented and hard-working staff who have high expectations of themselves and of the children. Our children achieve well and make good progress whatever their academic ability – we are an inclusive school and we have a strong SEND provision. Being situated in the heart of the villages of Histon and Impington, we thrive on the support from our local community and our children benefit from this. Histon & Impington Brook Primary School is a welcoming, caring and happy school and we are looking for a headteacher to join our team and be part of our wonderful school community.

Visits to our school are warmly welcomed and our website will also provide you with more information about our school. I look forward to receiving your application for this fantastic opportunity within school leadership. If you would like to arrange a visit or need more information on the application process, please contact our Senior HR Officer Caroline Day, email address: cday@meridiantrust.co.uk. The closing date for applications is by 9am on **Monday 20th February 2023**. Your application should also contain a letter of application/supporting statement of no more than two sides of A4 (or approximate equivalence within the application form), outlining why you feel that you are the best fit for the requirements of this post. Your application can be sent electronically to cday@meridiantrust.co.uk or by post to the school address on the front page of this booklet.

I look forward to hearing from you.

Your faithfully

Lesley Birch
Deputy Chief Executive Officer
Meridian Trust

CPET AND CMAT - Our Story

Meridian Trust was established in April 2022 from a merger between two highly successful multi-academy trusts – Cambridge Primary Education Trust and Cambridge Meridian Academies Trust. Established in 2012, Cambridge Primary Education Trust (CPET) was an outstanding partnership of five like-minded primary schools: Histon & Impington Brook Primary School, Histon & Impington Park Primary School, Hatton Park Primary School, Somersham Primary School and Trumpington Park Primary School - all committed to offering an exceptional learning experience for all our children. Within CPET, we knew that excellent relationships, high expectations, clarity, compassion and being fair are key ingredients to enable our children to flourish. Passionate about sharing expertise, innovative practice and resources to deliver the best possible primary education, CPET enjoyed a proven track record of running primary schools.

Cambridge Meridian Academies Trust (CMAT) started life as Cambridge Meridian Education Trust (CMET) which was incorporated in March 2009 in order to enter the competition to promote the new schools at Northstowe, a new town proposed between Swavesey and Cambridge. It was founded by those who were already passionate about education in the area – the governors and trustees of Swavesey Village College; an outstandingly successful and innovative school. In March 2011, CMET became Cambridge Meridian Academies Trust (CMAT), a multi-academy trust, this enabled Swavesey Village College to convert to academy status, sponsor other academies and help spread good education practice.

Due to the close geographical links and shared ethos and values, both Trusts started to work very closely together - sharing leadership expertise, professional development, training resources and property, IT and financial services. It is a natural progression for the Trusts to merge to form an even stronger partnership for our children, staff, governing bodies and communities to benefit from.

As the new Meridian Trust, we seek to truly value the success of every child and we place the sharing of excellent education practice at the core of this value. We are committed to improving the quality of education and life in the county of Cambridgeshire, and its immediate surroundings. As a Trust, we are committed to maintaining these core principles and focus as we grow – working with schools where we believe we can help and who, in turn, can enrich and provide real benefit.

Our Core Values continue to be:

- Achievement for All
- Valuing People
- A High Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning

In the new Trust, our schools share these common values and core operational systems, which are applied locally, adapted to individual context and needs. Each school retains their own local governing bodies, identity and individuality. The children who leave our care are prepared for the next stage of their education and are ready and confident to move forward in life.



Histon & Impington Brook Primary School

Histon & Impington Brook Primary School (formerly Histon & Impington Junior School) was the lead school within Cambridge Primary Education Trust (CPET). In 2009, it was designated as a National Support School and began working with other schools beginning with Hatton Park Primary School which led to the formation of the multi-academy trust in 2012.

Histon & Impington Brook Primary School is graded 'outstanding' by Ofsted, has had national Teaching School Status and, from February 2021, was designated as the Teaching School Hub for Cambridgeshire and Peterborough schools. As the school transitions to an all through primary, the number on roll is currently 460 (including Reception, and Years 1, 3, 4, 5 and 6) but will move towards a two form entry with 420 children in total. It has been quite a journey since the school opened its doors to the children of Histon and Impington in the late 1970s!

The school has also benefited from major works of expansion to the original one-storey block of the late 1970s with an extension to accommodate more classrooms, a secure lobby entrance/reception area and interior re-modelling of classrooms and office space. Due to the ever-increasing pupil numbers, funding was secured to enable a brand new teaching block for Key Stage Two in 2019 plus the laying out of an all-weather MUGA sports pitch. This has enabled improved sports provision at the school throughout the colder months in addition to the outdoor swimming pool which is enjoyed by the children in the summer.

The school's performance data continues to be fitting of its Ofsted 'outstanding' grading, with attainment and progress outcomes in the most recent end of Key Stage Two Assessment showing that children achieved above the national average in all areas. A large part of the success in academic results is derived from the rich curriculum which is offered to the children. We are incredibly passionate and committed to ensuring all children have access to a creative, vibrant and inspiring curriculum, to enable them to have high aspirations, an enduring enthusiasm, and a love for learning. We believe in a rich learning community, with the children at the core, in which a happy, caring and welcoming environment enables them to flourish and develop confidence to succeed in any profession they may choose in the future. This is why at Histon & Impington Brook, all curriculum subjects hold equal value. We facilitate opportunities for children to understand which subjects truly inspire them so they have the building blocks to grow and nurture their passions to become anything they want to be.

In addition to a rich and diverse curriculum, we offer a full extra-curricular programme which includes before school, lunchtime and after school activities – ranging from sporting activities such as football, netball, hockey, triathlon, taekwondo, gymnastics, ballet and yoga to music groups, language clubs plus other fun activities which the children enjoy, such as Lego and computer coding. We have a very popular school choir which meets weekly and has enjoyed performing at the O2 in London for the past several years in the 'Young Voices' competition. We employ a specialist teacher to teach Dance and Gymnastics as part of our Physical Education offer and we also enjoy very close links with Histon Football Club and Cambridge United, and employ a professional sports coach to teach specialist PE lessons including football and team sports to our children in all year groups.

With the designation of Histon & Impington Brook Primary School as a national Teaching School and subsequently with the awarding of the regional Teaching Hub to our school, we have, over a number of years, invested heavily in Initial Teacher Training and sought to support new teachers as they embark on their teaching careers. We have strong links with the Faculty of Education at Cambridge University and are heavily invested in teacher training via the Cambridge Partnership and Cambridge Teaching School Network SCITTs. As a result, we have been able to recruit high-performing, inspiring and talented teachers and have built our reputation as being a very supportive and collaborative school and Trust for early career teachers. Our early career teachers benefit from being part of a team of new teachers across all of our schools and really flourish from the sharing of experience and good practice that this brings. We also seek to ensure that all of our staff, whatever stage in their career, benefit from valuable continuous professional development and encourage them to take up opportunities to become mentors and specialist leaders of education, supporting teachers to be strong practitioners and always open to new ideas.

Histon & Impington Brook Primary School is fortunate to have a very supportive and knowledgeable School Advisory Board or SAB (local governing body). The SAB has evolved over time and takes a keen interest in developing and improving all aspects of the school which the current Headteacher greatly values. Our SAB members are welcomed into our school and are familiar faces to everyone in our school. As a Trust, broader areas such as finance, data analysis and personnel are dealt with jointly by Trust committees and again, we are fortunate in having a wealth of educational and commercial expertise in our Trust members who also enjoy a close and open working relationship with our school and the other schools in our Trust.

Histon & Impington Brook Primary School is situated in a very attractive location in the centre of the village of Histon and admits children mainly from Histon and Impington plus several of the neighbouring villages. As a school in the heart of the village, we are privileged to work very closely with the local community and enjoy strong links with the local churches in the area; 'Histon & Impington Friends' which offers wellbeing services to our school and both children and staff enjoy participating in village events throughout the year.

As a new Headteacher to our school, you will enjoy working with a fabulous group of children and staff who all care greatly about our school. All of our staff, parents/carers and SAB members work exceptionally hard to achieve the highest standards and best educational experience that is possible for our children – they are at the heart of all that we do - and we look forward to welcoming you to lead us into the next phase of our journey.

Advert for Headteacher Histon & Impington Brook Primary School

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as social media checks.

Required from: September 2023

This is a full-time post

Salary: L17-23 with consideration given to skills, experience and previous track record

We are looking for a leader who is dedicated, hardworking and passionate and can inspire and lead our school into the next phase of its development. Histon & Impington Brook Primary School provides a high quality of education for the children in its catchment area – it has a proven track record of excellent attainment and offers a rich and varied curriculum. We have a strong reputation in the local community and we are committed to providing the best education for the children in our school. You will be working with a very talented and hard-working team of staff who are all dedicated professionals – a key part of our ethos is collaboration and we enjoy working together to achieve the best possible outcomes for our children.

As a Headteacher at Histon and Impington Brook Primary School, we can offer you:

- Motivated, friendly staff and children in a popular trust with a dynamic community presence.
- The support of the wider trust network of experts and access to informal and formal professional development.
- The support of an experienced Executive Principal and Deputy Chief Executive Officer as well as fellow Headteachers within the Trust, as you establish your role.
- The chance to develop the next generation of teachers through our work with our ITT providers and Teaching School Hub.
- Leadership supported within an established, highly regarded trust whilst maintaining the individual character of schools.

This is an exciting opportunity to join a school where we are passionate about sharing expertise, innovative practice and resources and have benefited greatly from being part of a multi-academy trust; developing our own SCITT training course and more recently, being the designated school for the Cambridgeshire and Peterborough Teaching School Hub. Furthermore, we are excited to be entering a new phase in our

journey with the merger of our Trust with that of the Cambridge Meridian Academies Trust. We are looking for someone who is keen to not only lead a strong team of staff at our school but also be committed to working collaboratively alongside other schools in the new Trust.

The successful candidate will have:

- A track record of leading and developing with impact for our children and staff.
- A passionate and uncompromising commitment to the further development of children and staff.
- Experience of converting vision into continuous school improvement.
- People skills which enthuse and develop staff and communicate effectively with parents and the wider local community.
- Evidence of partnership working and wider impact.
- Integrity, warmth and compassion – in all, a great role model for our children, staff and wider school community.

More information about Histon and Impington Brook Primary School can be found by visiting our website: <https://www.brookprimary.co.uk>.

We warmly welcome visits to Histon and Impington Brook Primary School from prospective candidates. If you wish to arrange a visit or have any questions about the application process, please contact Senior HR Officer (Mrs Caroline Day) on 01223 491656 or by email: cday@meridiantrust.co.uk.

The closing date for applications is midday on Monday 20th February 2023

Interviews will be held on Friday 24th February 2023

Application packs can also be downloaded from the Vacancies Page of the Meridian Trust website www.meridantrust.co.uk

JOB DESCRIPTION

Post Title: Headteacher

School: Histon & Impington Brook Primary School

Job description and purpose:

- i. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
- ii. To meet the National Standards for Headteachers as published by the DfE.
- iii. To seek to achieve any performance criteria, objectives or targets agreed with or set by the School's Advisory Board and/or Trust in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
- iv. To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, children, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

1. Qualities and knowledge

- Hold and articulate clear values, vision and moral purpose, focused on providing a world class education and as such leading and developing the school to become the best that it can be.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their children and staff, and towards parents, SAB members and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, to analyse and apply those systems that would best drive whole school improvement and pursue continuous professional development.
- Work with political and financial astuteness, within the Trust set of principles and structures centred on the school's vision.
- Be able to translate local and national policy into the school's context to ensure that the school is equipped to respond to, and benefit from Local Authority and Government change.
- Communicate the Trust and School's ethos, vision and values and drive the strategic leadership, empowering all children and staff to excel.

2. Children and Staff

- Demand ambitious standards for all children, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes.
- Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and children's well-being.

- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.
- Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for children to enjoy and achieve their potential, whilst providing financial value.
- Have a duty of care regarding staff welfare.
- Forge a culture of equality of opportunity, celebrating children's achievements in all aspects of school life, and promoting high expectations.

3. Systems and Processes

- Ensure the schools systems, organisation and processes are well considered, efficient, fit for purpose and in line with the overarching systems processes of the Trust, upholding the principals of transparency, integrity and probity.
- Provide a calm, safe and well-ordered learning environment for children and staff, where all children can achieve, that is focused on safeguarding children and developing exemplary behaviour in school and in the wider society, and where children are expected to have high standards of attendance and engagement.
- Welcome strong governance from the SAB and Trust Board within the Trust governance system and actively support and work with the SAB to understand and deliver its devolved functions effectively. Be answerable to the Trust particularly with regard to setting school strategy and financial performance within the trust structure of governance.
- Regularly monitor the budget and exercise effective strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of children's achievements and the school sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Manage and organise accommodation and resources so that Health and Safety needs are addressed and that resources are sustainably planned to meet present and future needs.
- Within the Trust guidelines, deliver rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Ensure that professional duties are fulfilled as specified in Teachers Pay & Conditions.

4. Self-Improving School System

- Create an outward-facing school, developing the partnership work with other schools in the trust and beyond – in a climate of mutual challenge and support - to champion best practice and secure excellent achievements for all children.

- Develop effective relationships with fellow professionals and colleagues in other public services, including the Local Authority, to improve academic and social outcomes for all children.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and promote the value of education.

5. Key Performance Indicators

1. Good outcomes
2. Accuracy of performance information provided to the trust
3. Reputation of the school
4. Quality and sustainability of teaching and learning

Candidates' suitability for the post will be assessed against requirements and expectations as set out in the National Standards for Headteachers. The CEO and School Advisory Board will, during the formal interview stage, explore issues relating to safeguarding and promoting the welfare of children. Before making an application, candidates are asked to match their qualifications, skills, abilities and experience against the criteria listed below.

Leadership - Person Specification Headteacher

Education and Qualifications	Criteria	Assessment
1. Qualified teacher status	E	A
2. Evidence of appropriate professional development	E	A
3. NPQH or undertaking /ready to apply	D	A
4. Current Designated Safeguarding Lead training	D	A
5. Current Designated Safeguarding Lead (DSL) training	D	A
6. Current Safer Recruitment training	D	A
Experience	Criteria	Assessment
7. Experience of successfully leading whole school improvement	E	A/I
8. Experience of raising standards in key areas of the curriculum	E	A/I
9. Experience of leading and managing a team and monitoring of agreed practices	E	A/I
10. Experience of managing change effectively	D	A/I
11. Experience of and understanding of the importance of writing and implementing successfully, self-evaluation and development plans to secure improvements	E	I
12. Experience of setting and monitoring performance management targets which support the development of the school and staff	D	I
13. Experience of working with school governance systems	E	A/I
14. Experience of supporting inclusive practices and strategies to engage and meet the needs of all learners	E	I
15. Experience of recruitment and retention and understanding of HR issues and processes	E	I
16. Experience of leading a primary school	D	A
17. Experience of or understanding and knowledge of how to manage a whole school budget, resources and facilities	D	A/I
Knowledge and Understanding	Criteria	Assessment
18. Understanding of how assessment and data is used to inform development planning and practice	E	A/I
19. Understanding of and a commitment to effectively promoting the safeguarding and welfare of children	E	A/I
20. Knowledge of current trends in education development and management	E	I
21. Familiarity with current strategic local and national issues in education	E	I
22. Knowledge of the primary curriculum including early years provision	E	I

23. Understanding of the issues to be considered in the development of whole school guidance and policies	E	A/I
24. Understanding of how to implement sound procedures to ensure good behaviour and discipline in the school with the engagement of all members of staff parents and children	E	A/I
Skills	Criteria	Assessment
25. Inspirational leadership and management skills with a leadership style based on consultation and involvement and valuing the achievement of others	E	A/I
26. High level of organisational and time management skills	E	I
27. Effective communication and interpersonal skills	E	A/I
28. Ability to model highly effective teaching	E	I
29. Ability to foster excellent working relationships with all members of the school community	E	A/I
30. Ability to be visionary in leading the future direction of the school	E	I
31. Ability to think and plan strategically and respond flexibly to change	E	A/I
32. Ability to strategically lead, organise and motivate staff	E	I
33. Ability to consider sensitively the importance and needs of the school in its community	E	I

Leadership	Criteria	Assessment
34. Ability to foster links within and beyond the trust	E	A/I
35. Ability to motivate and develop commitment among staff, leading and managing people as individuals whilst developing the common goals of the team	E	A/I
36. Ability to be a role model for staff and students	E	I
37. Ability to propel the school's vision and values forward and promote its achievements to local and wider communities	E	I
38. Ability to make difficult decisions and carry through actions	E	I
39. Enthusiasm for contributing to the wider trust agenda and actions	E	I

Personal Qualities	Criteria	Assessment
40. Positive and enthusiastic approach towards work	E	I
41. Clear values and moral purpose	E	I
42. High expectations of self and others	E	I
43. Capacity to relate to all children whatever their background in order to motivate them and provide opportunities for them to achieve their potential	E	I
44. Integrity, commitment, enthusiasm and resilience to persevere and succeed	E	I

Criteria Key		Assessment Key	
E	Essential	A	Application Form
D	Desirable	I	Interview