



Headteacher Recruitment Pack

July 2021

“Working hard to achieve our best”

Houghton Primary School

Chapel Lane, Houghton, HUNTINGDON, Cambridgeshire, PE28 2AY

<http://www.houghton.cambs.sch.uk>

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Letter from the Chair of Governors

Dear prospective Headteacher,

We are delighted that you have shown an interest in the role of Headteacher at Houghton Primary School.

This is a short introduction to our school. More information can be found on our [website](#) and in the pack which accompanies my letter.

Houghton Primary School is situated in the middle of the extremely attractive villages of Houghton and Wyton, midway between Huntingdon and St Ives and is easily accessible by road. Children who live in the catchment area of the two villages make up about 45% of the school population. The other 55% on roll come from out of catchment through parental choice. The number on roll is between 180 and 190 children, organised in single age group classes across the school. The school is at the centre of a wonderful community and is well supported by parents and carers together with a forward-thinking, well informed and proactive governing body.

Houghton Primary School was re-developed in 2010-11, providing fantastic new learning facilities for our children and staff. In February 2011 we moved into 7 new classrooms complete with new furniture and resources for teaching. An 'Extended Schools' building was completed in August 2011 and is home to an externally managed wraparound childcare facility and the village pre-school. We have extensive school grounds providing excellent outdoor learning and play space for our children. This includes a treehouse play facility which was commissioned and funded by a working group of parents and carers and local business and provides an incredible facility for outdoor learning and play.

Houghton Primary has been judged by Ofsted as a good school (Nov 2017) and has a reputation for a warm, friendly and inclusive culture and ethos and high standards of behaviour and achievement. We strive to create a special place where all children, parents, carers, governors and staff feel valued and respected, committed to working together within a happy, friendly and caring learning community. We want everyone to enjoy coming to our school and to flourish within a learning environment where each pupil is valued.

Our current school improvement priorities as set out in our [School Development Plan](#) are to:

- undertake research and development work to design a relevant, purposeful curriculum for our context
- develop a learning culture which promotes and secures learning through talk (physical, linguistic, cognitive, social and emotional)
- focus on staff, pupil and parental mental health and well-being
- further develop a culture of leadership for creative change
- secure great learning through embedding the excellence in teaching established over the last 3 years and applying this more broadly across the curriculum.

The opportunity to lead our school arises from the decision by our current Headteacher, Mrs Georgina Young, to retire in April 2022. This provides a very exciting opportunity for governors to appoint a talented, creative and inspiring Headteacher to continue to build on the exceptional work previously carried out.

We are looking to appoint a Headteacher with a proven track record of leadership and drive within their current/previous schools who can:

- Provide vision and leadership, notably in raising standards of teaching and learning across the whole curriculum
- Continue to raise the academic standards further for all groups of pupils
- Demonstrate excellent communication skills
- Continue the existing strong partnerships amongst all the members of the school community
- Maintain and continue to champion a strong focus on pupil, staff and parental wellbeing

We are of course committed to fully supporting our new Headteacher in all necessary training requirements and ensuring that they maintain a good work/life balance. The governors understand that the previous 18

months have been extremely demanding for the whole school community and we will continue to actively monitor and promote well-being throughout the school.

The successful candidate would be joining a teaching staff of varying experience, ranging from very experienced teachers to teachers who have been teaching for less than 10 years. We have an extremely capable team of experienced support staff who work closely with teachers in their commitment to ensure that all children are well taught, supported and make good progress. We invest in all staff, ensuring good professional development within a culture of teamwork, mentoring and support. We organise bespoke training and development opportunities to suit the needs of our team and proactively seek wider opportunities to work with other schools, both within Cambridgeshire and beyond.

The information in our application pack and on our website will support you in understanding the context of our school and our priorities. Please look very carefully at the job description and person specification for the role.

Application is via completed Cambridgeshire County Council application form only, which should clearly demonstrate how you meet the criteria of the post. Please also check that we have the details of your referees, one of whom should be your current employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. Please note that CVs will not be accepted as applications and will be disregarded.

This position is subject to a Disclosure and Barring Service enhanced check for a regulated activity.

The closing date for applications is **noon on 5 October 2021**.

Please return your completed application forms and supporting letters to the school office either by email to office@houghton.cambs.sch.uk or by post to the school address shown above.

We encourage you to visit the school prior to completing your application. We expect these walk arounds to take place in September 2021. Please contact our School Business Manager, Mandy Brown, on 01480 463398 or finance@houghton.cambs.sch.uk for further information or to arrange a visit

Interviews and assessment will be held on **14th and 15th October 2021** at the school.

We look forward to receiving your application.

Yours faithfully



Darren Rice
Chair of Governors – Houghton Primary School

About our school

The following section provides reflections from current staff, parents and carers, and pupils about Houghton Primary School, what it feels like to work there and what they would like in a new Headteacher.

What kind of school are we?

The school is recognised for its good practice in many areas. We have welcomed visiting school leaders and teachers from around the country who are seeking help and advice. We work closely with other schools in the locality, enjoying good relationships and development work within the Huntingdon Area Primary Partnership (HAPP) cluster which supports teaching and leadership at all levels.

Everything we do is considered, thoughtful, and driven by what we genuinely feel is best for our community and the children, parents and staff who work within it

Relationships underpin everything our school is about. We pride ourselves on how well we get on as a team, the positive relationship we have with every child and their parents. We take time to get to know people as individuals.

We continue to develop on a 'restless journey of improvement' as we seek to ensure the best possible outcomes for our children and staff.

Truly inclusive; we pride ourselves on valuing every individual in our school team, children and staff, and recognise the unique skills and experiences they bring to our community.

We place great importance on childhood and the experiences children have as children. We believe that developing social skills, self-esteem and "life skills" are fundamental within a broad and balanced curriculum which is at the heart of school life. We have a well-rounded approach to assessment and to measuring children's achievements. We use assessment and 'data' to inform our teaching, but we do not let narrow measures drive our practice.

Our teaching and support staff are very experienced and capable practitioners. They each thrive in a professional culture of trust and honesty, taking every opportunity to assess children throughout the day. This formative approach enables responsive planning and teaching which is robust yet flexible to suit the needs of our pupils.

The behaviour of our children is excellent and often commented on by visitors. Our approach to behaviour management is built on the positive relationships we have with each child and their parents. We have high expectations and aspirations for all within a culture which promotes care, support and encouragement.

We value every member of staff and seek opportunities to develop them individually, listening and responding to individual needs and aspirations.

We are absolutely committed to an outdoor and active curriculum, seeking as many opportunities as possible to enable children to engage physically and actively no matter what subject they are being taught. Our extensive grounds and wonderful locality are central to our planning and curriculum approach.

Our most valuable resource is the staff. Their health and well-being is a high priority and the school is recognised for its good practice in terms of work/life balance. Staff absence is rare and retention is high.

What we would like in a new head:

We are looking to appoint a passionate, innovative, courageous and approachable leader who:

- Places great importance on the health and well-being of children, staff, families and the wider school community.
- Takes time to get to know each member of the school team and is able to draw upon and utilise their unique skills and experiences.
- Will develop a good understanding of the context of our school in order to support improvement.
- Is a proactive, forward thinking, intelligent leader with a collaborative approach and positive vision for the future.
- Places staff development high on the agenda and who will develop the staff as individuals as well as a whole.
- Who has the confidence to question and challenge in the best interests for the school.
- Has high emotional intelligence and is committed to ensuring good relationships within and across the school and wider community.
- Is passionate and courageous in their approach and will work proactively with the governors and staff to provide what is best for this school's context.
- Continues to foster and build upon the relationships within the broader village community.

Here is what our parents and carers think:

"I love that Houghton makes use of it's beautiful surroundings for learning, something my child has found invaluable."

"A great school that works very hard at putting the children first in all areas of teaching and well-being."

"I would have been very happy with this school had my child had standard learning abilities, however as he has SEN I have found myself relieved that he has a place in a school that shows commitment to helping him succeed."

"I love that Houghton is a village primary school. It has close links with the local community and also has a close community feel within the school. The teachers and children know everyone and are encouraged to look after each other."

"I think Houghton is a fantastic school and feel very privileged to be able to send my children there."

"A good school with friendly professional staff instilling good values and morals."

"We are very lucky to have such a wonderful school in our location."

And finally - here is what the pupils of Houghton Primary have to say:

"We love the school dinners that Linzi cooks, they're delicious."

"We do a lot of sport and like to be active, it's fun."

"We love reading and getting the awards and certificates, everyone wants to be a millionaire reader."

"Everyone is kind and friendly in our school."

"My favourite thing about Houghton is the teachers. They always let us do really fun things and are really nice."

"The thing that makes Houghton good is there are a lot of breaks and a lot of outside stuff."

Our children

The following section provides some images of our children in the school and surrounding environment.



Headteacher Person Specification

This section sets out what qualities and professional abilities Houghton Primary School are looking for in our Head Teacher

The person specification gives a sense of the kind of person we are looking for and provides the basis of shortlisting the best candidates. The Governors are seeking to attract candidates who demonstrate knowledge, experience and understanding of each area by showing evidence of having applied (or awareness of how to apply) this skill set in a school context.

We expect the Head Teacher to work well with Governors, staff members, parents, carers and network successfully with the village community and other stakeholders. Ensuring quality, safety and respect is central to the aims and ethos of Houghton Primary school. Our new Head Teacher will fully understand and deliver the current legal requirements, local and national policies and guidance on safeguarding and the promotion of well-being for children and staff members.

| Selection Criteria | Essential (E) /Desirable (D) | Shortlisting | Interview | Assessment | Presentation |
|--|------------------------------|--------------|-----------|------------|--------------|
| Qualifications | | | | | |
| Qualified teacher status | E | ✓ | | | |
| NPQH or further professional qualification | D | ✓ | | | |
| Experience | | | | | |
| Successful recent experience as a deputy head or headteacher | E | ✓ | ✓ | | |
| Successful teaching experience of the age range served by the school | E | ✓ | | | |
| Experience of working in an inclusive and diverse setting | D | ✓ | ✓ | | |
| Experience of developing and managing the delivery of effective teaching and support in a demanding environment | E | ✓ | ✓ | ✓ | |
| Strategic Direction and Development of the School | | | | | |
| Drawing on experience and best practice, work with the Governing body, Senior Management Team and members of staff to build a strong strategic direction and on-going development plan. Implement the school's development plan, including whole school improvement and finance, underpinned by sound protocols and procedures | E | ✓ | ✓ | | ✓ |
| Working closely with the Business Manager and site manager, manage and organise the school premises, with internal and external facilities, to ensure that the needs of the curriculum, health and safety and safeguarding requirements are met. | E | ✓ | ✓ | | |

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| Ability to work in partnership with the Governing body, pupils, parents, carers, the local community, Ofsted and others to present a coherent and accurate account of the school's performance and present this in a range of appropriate formats. | E | ✓ | ✓ | | |
| Evidence of introducing effective strategies for improvement to meet current educational developments and forward planning | E | ✓ | ✓ | | |
| Leading and Managing Staff | | | | | |
| Demonstrate an understanding of and lead the school's role in the community in line with statutory requirements and personal responsibilities | E | ✓ | ✓ | | |
| Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals | E | ✓ | ✓ | | |
| Successful experience of leading in service training and professional development of teaching staff | E | ✓ | | | |
| Work with the Senior Management Team to deploy all members of staff effectively in order to achieve the highest quality of education is provided | E | ✓ | ✓ | | |
| Standards | | | | | |
| Experience of raising standards of learning and behaviour, including closing any gaps in attainment in specific groups | E | ✓ | ✓ | | |
| Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT. | E | ✓ | | ✓ | |
| Ability to set and achieve challenging targets for the school as a whole, driven by associated personal targets for teachers, teaching assistants, support staff and pupils. | E | ✓ | ✓ | ✓ | ✓ |
| Teaching and learning | | | | | |
| Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school, maintain and develop high standards in the spiritual, moral, cultural, social and physical development of pupils. | E | ✓ | ✓ | ✓ | |
| Understanding of the principles of how to engage children through the provision of an exciting and productive child centred curriculum. | E | ✓ | ✓ | | |
| Monitor and evaluate the quality of teaching and standards of learning and achievement of ALL pupils, including those with special needs or identified as a priority, so that pupils' attainment demonstrates success in meeting challenging but realistic targets | E | ✓ | ✓ | | |
| Work with the Governing body and Senior Management Team and other stakeholders to sustain effective teaching and learning and promote the culture of | E | ✓ | ✓ | | |
| Successful experience of monitoring, evaluating and improving the quality of teaching and learning. | E | ✓ | ✓ | ✓ | |
| Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils. | E | ✓ | ✓ | | |

| | | | | | |
|--|---|---|---|---|---|
| Ethos and inclusion | | | | | |
| Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success. | E | ✓ | ✓ | | |
| Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion. | E | ✓ | ✓ | ✓ | |
| Experience of creating and promoting an environment that focuses on pupil, staff and parental wellbeing | E | ✓ | ✓ | ✓ | |
| Relationship with Parents and the Wider Community | | | | | |
| Successful experience of creating and maintaining effective partnerships with the governing body, parents, carers and the community as a whole in order to enhance pupils learning and create an effective and efficient network of information. | E | ✓ | ✓ | | |
| Deployment of Staff and Resources | | | | | |
| Ability to set, interpret, monitor and manage a budget and report effectively on all financial matters. | E | ✓ | | ✓ | |
| Ability to manage, monitor and review the use of all available resources, ensuring best value. | E | ✓ | | | |
| Experience of recruiting, selecting, developing and deploying staff | D | ✓ | | | |
| Plan, allocate, support and evaluate work of teams and individuals. Ensuring clear delegation of tasks and devolution of responsibilities | E | ✓ | ✓ | | |
| Suitability to work with children | | | | | |
| Experience of managing challenging behaviour and creating a supportive environment. | E | ✓ | ✓ | | |
| Appropriate demonstration of authority and ability to maintain discipline. | E | ✓ | ✓ | | |
| Personal Effectiveness | | | | | |
| Prioritise and manage time appropriately and able to work effectively under pressure and to deadlines, so as to continue to demonstrate performance when under pressure | E | ✓ | ✓ | ✓ | ✓ |
| Ensure, through leading by example, that the school operates as an organisation in which all members of staff recognise that they are accountable for its success and are clear as to the scope and quality of the contribution they make. | E | ✓ | ✓ | | |
| Effective interpersonal, communication and presentation skills; both written and oral. | E | ✓ | ✓ | | ✓ |
| Demonstrate personal integrity, flexibility of approach and adaptability to changing circumstances and new ideas. | E | ✓ | ✓ | | |
| Create a strong, positive personal impact, conveying authority, confidence, warmth and humour, conveying a passion for education | E | ✓ | ✓ | | |

Headteacher Job Description

Core purpose of the Headteacher

The Headteacher, who is accountable to the Governing Body, will continue the school's current ethos, provide vision, leadership and strategic direction for the school, ensuring that it is managed and organised to meet its aims and targets.

The Headteacher will provide professional and inspirational leadership, promoting a secure foundation from which to further improve and achieve high standards in all areas of the school's work. Alongside these areas the Head will be committed to safeguarding and the welfare of all pupils, in a nurturing and inclusive environment, where discipline and good behaviour underpin the school's vision for pupils to participate, learn, enjoy and achieve.

The post holder will be an inspirational and dynamic leader with the vision, drive and passion to build upon the school's strengths and high expectations and move our school forward on to new successes.

Key Areas of Leadership

1. Strategic direction/shaping the future.
2. Leadership and management.
3. Leading teaching and learning.
4. Managing the organisation.
5. Improving the Life Chances of Children and Young People
6. Securing accountability.
7. Strengthening the community.

Strategic Direction/Shaping the Future

The Headteacher will work with the SLT, the Governing Body and all stakeholders to create a shared vision and strategic plan, which inspires and motivates pupils, staff and all other members of the school community.

The Headteacher will:

- Create a coherent vision for the school and ensure it is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve the highest standards possible.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure that strategic planning recognises the social, emotional, intellectual and spiritual aspects of life and takes account of the diversities that comprise the makeup of the school and wider community.
- Lead and manage change effectively and efficiently ensuring that the school represents value for money.

Leadership and Management

The Headteacher will lead by example, providing inspiring and purposeful leadership for staff and pupils

The Headteacher will motivate all to:

- Follow the ethos and values, which underpin the school.
- Formulate the overall aims and objectives for the school.
- Create and implement a Development Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring pupils achieve high standards and make progress, increase teacher effectiveness and secure school improvement.
- Ensure that all those involved in the school are committed to its aims and involved in meeting long, medium and short term objectives and targets, which secure the continued educational success of the school.
- Work with the School Business Manager to ensure that the management, finances, organisation and administration of the school support its vision and aims.
- Ensure that policies and practices take account of national, local and school data, including inspection and research findings and the outcomes of the school's own self review.
- Monitor and evaluate the performance of the school and report to the Governing body regularly.
- Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action if necessary.

Leading Learning and Teaching

Headteachers have a central responsibility for raising the quality of teaching and learning and for pupils' achievement. This requires setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.

The Headteacher will:

- Create a structure which reflects the school's values and enables the management systems, structures and processes to work both effectively and legally.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, taking account of national and local circumstances.
- Manage the school's financial and human resources effectively and efficiently.
- Recruit, retain and deploy staff appropriately to achieve the school's vision and goals.
- Develop the successful performance management processes with all staff.
- Manage the school environment efficiently and effectively, ensuring it meets the needs of the curriculum and health & safety regulations.
- Ensure that resources are used to improve the quality of education for the pupils and provide value for money.
- Use and integrate a range of technologies efficiently and effectively to manage the school.
- Ensure that there is due regard for the safeguarding of children.

Improving the Life Chances of Children and Young People

Working with the governing body to develop a staff who have the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes to promote the rights of children and young people. Also to recognise the role parents, carers and families play in helping children and

young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being.

The Headteacher will ensure that staff:

- Listen, question and respond to what is being communicated by children, young people and those caring for them
- Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of babies, children and young people
- Recognise when a child or young person may not be achieving their developmental potential or their health may be impaired and be able to identify sources of help for them and their families
- Understand the impact on a young person of transitions they may be going through
- Work successfully on a multi-agency basis and to be clear about the role of the headteacher and the roles of other professionals
- Adopt the right approach to information sharing by following the correct procedures and by ensuring that the child or young person, parent or carer understands the process

Securing Accountability

Headteachers account for the efficiency and effectiveness of the school to the pupils, parents/carers, governors and the Local Authority, thereby promoting collective responsibility within the whole school community.

The Headteacher will:

- Fulfil commitments arising from contractual accountability to the Local Authority.
- Work with the Governing Body to enable it to meet its responsibilities.
- Develop a school ethos, which encourages a sense of loyalty, mutual accountability and respect.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences.
- Be an excellent communicator and listener, honestly reflecting on the views of others

Strengthening Community

The headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools and with parents and carers and other agencies for the well-being of all children, sharing expertise and bringing positive benefits to their own and other schools and their community.

The Headteacher will:

- Build a school culture, which takes account of the richness and diversity of the school community.
- Create and promote positive strategies for dealing with difficult behaviour, including harassment.
- Ensure learning experiences are linked and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, moral, social, emotional, spiritual and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

- Maintain and develop effective links with the community, Parish council and local churches, to extend the curriculum and enhance teaching and learning.
- Seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, working in partnership with other schools.
- Co-operate and work with relevant agencies to protect children.

Compliance and Review

This job description is informed by the Headteacher Standards 2020.

The Headteacher will carry out his or her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation.

The Headteacher is accountable to the Governors for the standards achieved and the conduct, management and administration of the school, subject to any policies which the Department for Education and Skills and the Governors may make.

The job description is subject to annual review.

Houghton Primary School is committed to safeguarding and promoting the welfare of children and expects all members of staff and volunteers to share this commitment.

Safeguarding procedures are rigorously followed in every stage of recruitment and induction.

Appointment will be subject to checking of qualifications, references and a clear DBS check.