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# Recruitment Pack

Headteacher at Kibworth CE Primary School



**Kibworth CE**  
**Primary School**

Let Your Light Shine  
Matthew 5:16





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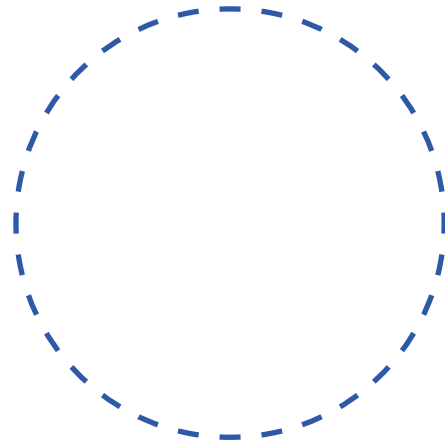
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# Welcome

## Thank you for your interest in the post of Headteacher at Kibworth CE Primary School.

**Kibworth CE Primary school was the founding school of the Trust and still takes an active lead in our partnership of like-minded schools. Kibworth CE is at the forefront of many initiatives, it has a culture of embracing change and innovation to improve outcomes for all children, it is deeply proud and engaged with its heritage as a Church school, maintaining an active role with the Diocese of Leicester. The school is honoured to be graded as 'outstanding' by both Ofsted and SIAM's. Discovery Schools Academies Trust has grown to 13 primary and 2 special schools and will continue to grow with a clear strategic plan for growth.**

As a Trust, we pride ourselves in the development of colleagues and leaders by ensuring everyone reaches their potential. Kibworth CE Primary shares its expertise and has developed many leaders at the school, who have progressed their careers within the Trust. Due to the retirement of our current

Headteacher, we have an exciting opportunity to recruit an inspirational leader who has the ability and ambition to ensure Kibworth CE Primary School remains an excellent place to learn and work but continues to be deeply rooted in the Anglican faith. We are looking for someone who shares the school's Christian values and has the vision, drive, resilience, and experience to build on the school's success to date. An important aspect of the role will be working with church community of Kibworth in order to support the Christian ethos of the school. The school has lots to offer a new or established leader, it has an amazing team of colleagues, a well-developed site, exciting educational partnerships and of course, close support from the Trust and Diocese. The school's credentials are impressive, progress and attainment of our children at Kibworth continue to be well above the national average, despite the recent challenges we all face in education. Like many schools, the school is experiencing a changing pupil demographic,



an increasing number of children with high needs, and as a result there is a need to ensure the school's curriculum consistently meets the ever changing needs of all pupils. Our Trust has a passion for using technology to support teaching and learning whilst encouraging our teachers across the Trust to work more efficiently. We are looking for someone who will embrace this journey and continue to develop their expertise with technology.

The successful candidate will have a strong desire to lead and develop the expertise of others both within the school and across the Trust. With the ability to establish strong relationships with the school community and beyond and embed the school's Christian faith and values.

This is an exciting opportunity for both the school and its new leader. We look forward to receiving your application.



*David Briggs*

**David Briggs**  
Director of Primary



*Paul Stone*

**Paul Stone**  
CEO





# About Kibworth CE Primary School



**Kibworth CE Primary School has a clear vision to provide the highest quality of education for all children which can be seen in its outstanding achievements to date. The school's vision is to ensure that all children should achieve their potential, and make outstanding progress, particularly for those that are disadvantaged and where gaps within their learning are wider compared to their peers.**

- Rated 'outstanding' by Ofsted (September 2010)
- Rated 'outstanding' by SIAMS (October 2015)
- Primary Science Quality Mark (Gold award)
- Arts Council of England Artsmark (Gold award)
- International School Award
- Healthy Schools Award
- ED Tech Demonstrator School (2020-2022)
- ICT (Information and Communication Technology) Mark
- Microsoft Showcase School
- Anti-Bullying Award

As a Church of England school, we promote a strong Christian ethos, nurturing the social and spiritual wellbeing of our children, and ensuring everyone is treated with equal respect and opportunity. We enjoy close links with Kibworth's church, St Wilfrid's, with many on and off-site activities for the children supported by the church each year. Our school ethos is enhanced by our Anglican traditions and raising children's awareness of faith and values-based learning.

In Spring 2023 term, we currently have 589 children on roll. We are a three-form entry school with a Foundation intake of between 80-90 children each year. At the age of eleven, most of our children transfer to Kibworth Mead Academy, but many children choose either Leicester Grammar School or the secondary school in nearby Market Harborough. Our partnership with our feeder school needs to improve and the new Headteacher will be instrumental in developing these opportunities.

Attendance is very good, consistently around 96%, as is the children's behaviour, with minimal exclusions necessary.

We have around 60 children on our SEN (Special Educational Need) register with a wide range of individual needs, and in 2022/23 we will receive just over £125,000 Pupil Premium funding.

## Our Priorities

**Our current School Education Plan highlights the following priorities:**



**Continue to raise the bar for disadvantaged pupils**



**Further enhance the curriculum**



**To continue to embed and develop the Christian ethos of the school**



**Use targeted CPD to continue to develop high-quality, confident teachers**



**Further develop an ethic of excellence**

## Key Challenges

**Key challenges for the future will include:**



**Developing our buildings to accommodate the demand of the wrap-around care numbers**



**To develop a strategy in order to accommodate a new preschool**



**A changing pupil demographic, and number of children requiring additional support**



**Teacher recruitment/retention and the nurturing of leadership talent for succession planning**



**Maintaining the school's 'outstanding' rating in both Ofsted and SIAM's**



**Developing the school's role as a lead and partner of the new school build within the village for Sept 25**



# About Kibworth CE Primary School

**Kibworth CE Primary School is the lead School for Inspiring Leaders SCITT providing high-quality Teacher training placements for around 9 students per year and contributing to assessment, moderation, and support across the partnership. To find out more, scan the QR code opposite.**



Kibworth CE Primary school is proud of the work it does to support local, national, and global charities. The school works closely with the village charity, The Well, supporting their food bank and the work they do within their café and local community. To find out more scan the QR code opposite.



We are a designated Microsoft Showcase school leading the way in the use of digital technology to support learning and the reduction of workload for staff. We have over 450 devices to support learning and dedicated technical support. Our children compete in the Trust Esports league and have access to drones, VR Headsets, and other STEM equipment to enrich our curriculum. Our showcase application can be found on the QR code opposite.



The school has a strong relationship with ASHA, a charity working for children and families living in the slums of New Delhi. Many of Kibworth colleagues have engaged with the project, visiting Delhi, and working with ASHA during October half terms. To find out more about ASHA Transforming lives in the slums of Delhi scan the QR code opposite.



“  
The library is massive and has really fantastic books, it's great to sit in it and read with a friend, we love the reading shack.”

Pupil

We can boast of an exceptional Advisory Board that provides highly effective support for the Headteacher, the school and ensures that the schools Christian ethos is of a priority. The Advisory Board is well established, with a strong team of professional parents, staff, community, and church representatives. We also have a very engaged PTA, Kibworth Parents Association (KPA), who raise around £12,000 a year to support school projects.



Find out more about Kibworth CE Primary visit our website at [kibworthprimary.org.uk](http://kibworthprimary.org.uk) or scan the QR code opposite.

Also, you can follow us on Twitter @Kibprimary





# Our Trust

**In this time of educational change there are many opportunities for outstanding individuals to make a real difference to children, and relish new opportunities to progress in their careers. Working in an academy may be a new experience for some colleagues and we have tried to use Academy freedoms to provide the absolute best working conditions and opportunities to allow the careers of talented individuals to flourish.**

Discovery Trust is made up of thirteen primary schools that are all good or better and two Outstanding SEMH Special Schools, but that was not the case for all our primaries when they joined. The Trust has provided the support and resources needed to ensure that all schools can achieve, and leaders thrive in their roles as Headteachers. The two SEMH special schools that have recently joined our Trust have brought with them a wealth of experience in leading SEND in schools, and we have all benefited from working together.

We expect our Headteachers to be autonomous and use the frameworks the Trust provides to lead their schools to excellence and provide the contextual changes to ensure that all resources and policies are applied to the needs of their school. This is especially the case at Kibworth CE Primary where we expect the Headteacher of the school to celebrate and share their Christian Ethos, extending its proud heritage as a church school.

We provide a range of central services and specialist support for schools. Currently the Trust has:

- **Financial Director and Group Finance Team**
- **Director of Operations and Office Manager Network**
- **HR Team and Administration**
- **Head of Safeguarding**
- **Head of Governance and Clerk to Advisory Boards**
- **Estates Team and Health & Safety Leader**
- **Director of IT and Team of IT Technicians**
- **Director of Primary, Quality Assurance Leader, Executive Headteacher and Early Years Leader**
- **Extended Service Manager**
- **Data Analyst and Information Leader**
- **SEND School Improvement Leader**
- **Four Educational Psychologists**
- **Three Speech and Language Therapists**



**A fantastic community to be a part of. Driven to be the best we can be but also understanding the importance of wellbeing**

Staff Member



# Working Together

Our schools range in size from one to three form entry schools, from rural to city locations, and are at various stages of their development. We pride ourselves in providing the very best education possible for our children. The schools work closely together, regularly meeting as a cluster and as a group of Headteachers, sharing best practice through networking. We have established networks throughout the Trust to provide support for leaders within areas such as Literacy, Numeracy, SEND, Blended learning, Curriculum, Assessment and Safeguarding. The Headteachers meet regularly to share best practices and to develop policies and procedures across the Trust. There is an extensive programme of inter-schoolwork through sporting competitions, curriculum activities, pupil conferences and activities to support pupil premium children. Each school retains an Advisory board body that feeds back to the Trust Board.

All schools share planning, curriculum mapping and resources through our Trust Microsoft Team structure.

Our Leaders attend an annual leadership conference together and are heavily involved in the Trust Awards Night for both colleagues and children.



# Trust Development

Over the next few years, we expect to incorporate several new academies into the Trust, and there is also the potential to open new schools. One of which is due to be built in the village of Kibworth with an estimated open date of Sept 25. The new Headteacher appointed to Kibworth will be directly involved in this project as we expect both schools to work closely together.

The Trust growth aims to develop its central capacity to allow schools to focus on their core task of teaching and learning.

We only work with schools that are committed to providing an excellent education for all children and strive to develop ambitious individuals at all levels, regardless of background. All schools retain their autonomy for decision-making but are held rigorously to account by the Trust for their decisions and outcomes.



## Our Focus

Our focus needs to be clear and opportunities for children need to ensure that:

- All children develop a genuine love of learning and make great progress.



- Achievement gaps are narrowing regardless of children's starting points.
- Children are taught what they need to achieve to the best of their abilities.
- Our pursuit of excellence is unwavering.
- We learn from each other and create learning communities to share best practice.
- Recruiting new staff to work with our Trust is a fantastic and exciting opportunity to expand the pool of talent within our organisation. We hope that all our appointments will have a transformational impact on the children and families our schools serve.
- With the appointment of a Headteacher, we also have the opportunity to identify potential system leaders of the future and actively seek individuals for this post who see this as an aspiration for their career development.
- The Trust is determined to provide inspirational learning opportunities and create learning communities where professionals, children and parents can learn from each other.
- Our schools promote high aspirations and have high expectations of all their stakeholders, and the Trust has built a reputation for delivering high-quality school improvement, leadership and teacher professional development.



## What we offer

For Headteachers specifically, Discovery Schools Academies Trust offers:

- A peer network of like-minded Headteachers.
- A career structure for talented Headteachers.
- Recognition that all schools are unique, with an approach that encourages local accountability and governance that is responsive to community needs.
- A commitment to excellence in education, grounded in a shared moral purpose of ensuring high-quality provision for all learners.
- An established track record of high-quality education and experience of leading rapid school improvement.
- An employer committed to offering all staff high quality professional development opportunities, shared resources and expertise.
- Effective business management systems, ensuring that our schools are able to focus on delivering inspirational teaching and learning.



We lead our own SCITT Find out more by scanning the QR code



# About Kibworth

**Kibworth is a large village located in south Leicestershire between Leicester and Market Harborough.**

The village has experienced rapid growth with families attracted by the rural setting and good schools, yet it retains a strong sense of community spirit.

Kibworth has good amenities: churches, shops, post office, two GP practices, a dentist, an optician, hair and beauty salons, pubs, restaurants and takeaways, community halls, care homes, active sports clubs (including golf, tennis, cricket, bowling, and football), and many social clubs for all ages. It is in easy reach of Market Harborough for supermarkets, leisure centre etc and Leicester for all the major city amenities. Transport links are good and Market Harborough-St Pancras by rail is just over an hour journey.

The majority of Kibworth CE Primary children progress to The Kibworth Mead Academy. It is currently redeveloping its education offer and identity after a few years of challenge. The catchment school for post-GCSE is the Robert Smyth Academy in Market Harborough, and there are several other state and private secondary options within 10 miles.



“  
The school does a fantastic job and is constantly seeking to do better. It is a credit to the village.

Parent



# Job Description

**Job Title:** Headteacher

**Direct Line Manager for:** SLT and key staff within the school

**School Improvement Lead:** Director of Primary

**Job Purpose:** To provide professional vision and leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

The professional duties of the head teacher are contained in the School Teacher's Pay and Conditions Document and the key areas of Headship are contained in the DfE National Standards for Head teachers

## Main Responsibilities

- Provide overall strategic leadership for all aspects of the School.
- Formulate the aims and objectives of the school to provide “**Limitless learning**” opportunities for all children staff and families.
- Establish local policies, procedures and practices to ensure all children “**Discover their Potential**” for achieving these aims and objectives.
- Inspire staff to seek to provide outstanding learning opportunities for children and become self-reflective learners.
- Monitor progress and development of children to ensure that all children are ready for the next stage of education.
- Lead by example and model best practice regarding professional conduct, workload and personal development.
- Be a role model for all in your community and inclusively work with stakeholders.
- Strategically lead the professional development and training of all staff including the training of new teachers.

## Qualities and Behaviours

- Lead by example, establishing and articulating clear vision, values and moral purpose, and focusing on providing excellent education for all pupils.
- Build positive relationships with all members of the school community, through a **democratic** and inclusive style.
- Work with political and financial astuteness, translating Trust policy into the school's context.
- Communicate the school's vision compellingly and drive strategic leadership by **connecting** the school within the Trust and beyond.
- Seek training and continuing professional **improvement** to meet their own needs, those of the school and the Trust.
- Lead with **Integrity** and make ethical decisions in the interests of children first.
- Be outward facing, open to innovation and demonstrate the values of **Altruism**.
- Support the work and development of Trust partnerships.
- Promote the profession and the Trust's activities both internally and externally to demonstrate a strong sense of professionalism and courtesy at all times.
- Establishing and articulating a clear Christian vision

## Duties and Responsibilities

### Knowledge

- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
- Maintain and extend knowledge of pedagogy through active engagement with research from the Chartered College, and other recognised published sources.
- Maintain and extend knowledge of curriculum provision for all children through active engagement with research including the Chartered College, and other recognised published sources Keep up to date with technological developments that benefit children's learning or workforce efficiency.
- Have effective and up to date knowledge of School operations such as Health and Safety, HR, Financial Budgeting and Estates Management.
- Have a detailed and regularly up to date knowledge of all Safeguarding practices, policies and curriculum needs.
- Have a deep knowledge of the key interventions and thinking around supporting pupil wellbeing.



## Duties and Responsibilities

### Pupils and staff

- Demand ambitious standards for all pupils, instilling a strong sense of accountability/responsibility in staff for the impact of their work on pupil outcomes.
- Drive excellent teaching across the school, including through training and development for staff.
- Establish a culture of ‘professional learning communities’ as a basis for sharing best practice.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge.
- Identify emerging talents, coaching current and aspiring leaders.
- Hold all staff to account for their professional conduct and practice.
- Ensure that the barriers for disadvantaged children are narrowed and tackled.
- Demonstrate a high degree of understanding and the promotion of equality in all areas of work within the school.
- Be able to lead procedures for support and capability effectively with humility.
- Knowledge and understanding of the context of a Church of England primary school and of Christianity alongside awareness of and respect for other faiths

### Systems and processes

- Ensure that the school’s systems, organisation and processes are well considered, efficient and consider staff well being.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice through coaching.
- Welcome and work with the Trust’s governance structures as appropriate, providing the information it needs to govern effectively and the promotion of governor voice.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Ensure the effective distribution of leadership throughout the school and the development of talent to ensure the school has capacity to improve using the Trust succession planning system.
- Develop the capacity and expertise within the school to become centres of good practice for ITT and the Early Career Framework (ECF).

## Duties and Responsibilities

### The self-improving school system

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals within and beyond the Trust.
- Model entrepreneurial and innovative approaches to school improvement and leadership through detailed discussion with the central team.
- Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education.
- Seek innovative effective practice from UK & overseas and share it with other leaders.

### Special Factors

- The headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- The headteacher is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The headteacher must comply with the Trust’s Health and Safety requirements specifically for the school they are working at.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

DSAT is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.



# Person Specification

**Job Title:** Headteacher    **Grade:** Leadership Scale

**App** = Application Form  
**Test** = Test  
**Int** = Interview

**Pre** = Presentation  
**Med** = Medical Questionnaire  
**Doc** = Documentary Evidence (E.g., Certificates)

	Essential	Desirable	How assessed
<b>Qualifications</b>			
Qualified teacher status	ü		<b>App/Doc</b>
Degree	ü		<b>App/Doc</b>
National professional qualification for headship (NPQH)		ü	<b>App/Doc</b>
MA or have studied at Level 7 in some form		ü	<b>App/Doc</b>
<b>Experience</b>			
Successful leadership and management experience in a school within 2 Key stages	ü		<b>App/Ref</b>
Teaching experience of teaching within 2 key stages	ü		<b>App/Ref</b>
Involvement in school self-evaluation and development planning	ü		<b>App/Ref</b>
Demonstrable experience of successful line management and staff development	ü		<b>App/Ref</b>
Have been a Deputy or Assistant Headteacher for a minimum of 2 years	ü		<b>App/Ref</b>
Have worked in a two or more schools	ü		<b>App/Ref</b>
Have been an Assistant DSL or DSL within a school	ü		<b>App/Ref</b>
Have held a responsibility for a whole school leadership in some form	ü		<b>App/Ref</b>
Experience of teaching/leadership in a Church of England school		ü	<b>App/Ref</b>

<b>Skills and Knowledge</b>			
To have a strong understanding of the Christian faith	ü		<b>App/Int</b>
Data analysis skills, and the ability to use data to set targets and identify weaknesses	ü		<b>App/Ref/Test</b>
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	ü		<b>App/Int</b>
Understanding of school finances and financial management	ü		<b>App/Int</b>
Effective communication and interpersonal skills	ü		<b>App/Int</b>
Ability to inspire others and communicate a vision to all stakeholders	ü		<b>App/Int</b>
Ability to build effective working relationships	ü		<b>App/Int</b>
Experience of building a culture of high performance with colleagues	ü		<b>App/Int</b>
Have experience of working extensively with SEND groups or have been a SENCO	ü		<b>App/Int</b>
To have an understanding of the SIAMS’ inspection framework and the expectations of it	ü		<b>App/Int</b>
<b>Personal Qualities</b>			
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	ü		<b>App/Int</b>
Ability to work under pressure and prioritise effectively	ü		<b>App/Int</b>
Commitment to maintaining confidentiality at all times	ü		<b>App/Int</b>
Commitment to safeguarding and equality	ü		<b>App/Int</b>
Ability to inspire others and themselves in challenging times	ü		<b>App/Int</b>
Demonstrate resilience and perseverance in aspect of school leadership	ü		<b>App/Int</b>
Be a self-reflective practitioner in all areas of Teaching and Leadership	ü		<b>App/Int</b>
Seek and get involved with outward facing initiatives to support school improvement	ü		<b>App/Int</b>

**Line manager’s signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_



# How to Apply

**Deadline For Applications:** 12 pm on Friday 3rd March 2023

**Shortlisting:** 6th March 2023

**Interviews:** 15 & 16th March 2023

**Start Date:** Easter 2023 (or Autumn 23)

**Queries:**



**David Briggs**

**Email:** dbriggs@discoverytrust.org

**Telephone:** 07855 822376



**Paul Stone: CEO, DSAT**

**Email:** pstone@discoverytrust.org

**Telephone:** 07870 194191

We would expect and encourage potential applicants to visit us at school informally. Please contact David Briggs as above, to arrange a visit before the application deadline.

Please apply through My New Term Website Link.



“

Really amazing - dedicated staff beyond belief. Such genuine concern for students welfare and holistic care. Absolutely superb, thank you so much!

Parent





**Kibworth CE**  
**Primary School**

Let Your Light Shine  
Matthew 5:16

**Kibworth CE Primary School**

0116 279 2485

[kibworthprimary.org.uk](http://kibworthprimary.org.uk)

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**DISCOVERY**

**Discovery Trust**

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