

# Kinderley Community Primary School

## Headteacher Application Information Pack



Our school is a place of learning, where everyone is valued and positively encouraged to achieve their full potential in a safe and caring environment.

**The sky is not the limit ~ it is only the beginning**

[www.kinderley.education](http://www.kinderley.education)



# Kinderley Community Primary School

Church Lane, Tydd St Giles, Wisbech, Cambridgeshire, PE13 5LG

Telephone: 01945 870374 e-mail: [office@kinderley.cambs.sch.uk](mailto:office@kinderley.cambs.sch.uk)

Interim Headteacher: Mrs. A. Clarke School Business Manager: Mrs J. Strange

Dear Prospective Applicant,

Welcome to Kinderley Community Primary School.

My name is Val Palmer and I have the privilege of being the Chair of the Interim Executive Board for our school. We are seeking to appoint a professional, inspirational leader to continue to develop and nurture our staff and pupils and to lead the school through the next stage of its development.

If you are ready to take the next step in furthering your career and are already an ambitious, committed and energetic leader then this unique and exciting post may be exactly what you need. Our new head requires a substantial level of creativity, innovation, ambition and determination but the post will provide a rich reward for anyone with the desire of making a real difference to children's education.

Situated in the heart of the Cambridgeshire Fens and nestled on the Lincolnshire and Cambridgeshire border, the picturesque village of Tydd St Giles is a short drive from Kings Lynn and is the gateway to north Norfolk. The building, constructed in the early 60's, is light, bright and well maintained and has extensive grounds. From our Nursery through to Year 6, we endeavour to promote close working partnerships amongst the community, home and school for the benefit of children's education in order to help them understand their role as members of our school and the wider community.

Our carefully considered, involving all members of the school community, school's ethos is central to our success and aspires to create a stimulating environment where children feel valued, safe and eager to learn. We aim to deliver a broad, balanced curriculum to meet the needs of all our children and strive to promote high expectations, so that our children are proud of their work and achievements. More importantly, we endeavour to make education enjoyable and exciting. We promote children's understanding of how we learn so that they develop a love of learning that will stay with them throughout their lives, whilst giving them the strategies to enable them to become resilient, strong and capable young people and adults.

In 2016, OFSTED graded our school as Good and we continue to build on this through the leadership of our Interim Headteacher. However, we are aware that there is still room for improvement. We aim to ensure our dedicated staff team has access to high quality CPD to enable them to achieve career ambitions, undertake opportunities and attain their personal goals. Leading by example is fundamental to this view and the post will include a small amount of teaching time each week (equivalent to one day per week).

We hope that you find this school information pack captures the essence of what makes our school so special. However, if you require more information or would like to discuss the post with myself, the Chair of the IEB then please contact: [vpalmer@kinderley.cambs.sch.uk](mailto:vpalmer@kinderley.cambs.sch.uk)

Finally, our link with the Red Arrows encapsulates our belief:

**The sky is not the limit – it is only the beginning.**

If you feel that your future is with Kinderley Community Primary School, we would be delighted to receive your application.

Yours faithfully,  
*Val Palmer.*

Valerie Palmer  
Interim Executive Board Chair



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Dear Prospective Applicant,

Thank you for showing an interest in the post of headteacher at Kinderley Primary School. I have only been Interim Headteacher here for a few weeks, but can already see what a great place it is to develop yourself as a senior leader. As in every school, no two days are the same and the challenges are constant, but outcomes are rewarding.

The children are amazing and it really is like a large family, with mixed age classes enabling children of various ages to work and play together. The staff are extremely committed to the children and the school community and have shown great resilience over what has been an unusual year for all in education. Although only recently formed, the IEB are experienced and dedicated professionals, determined to support and challenge the head teacher and the school, to bring about the necessary improvements and developments.

The Local Authority provides support from their Early Years, English and maths advisors and I have regular meetings with our primary advisor. The local Wisbech cluster works well together and plans lots of shared opportunities and experiences for the children and staff.

If you would like to arrange an appropriately 'socially distanced' visit, please contact the school. I look forward to showing you around.

Kind regards

A handwritten signature in black ink that reads 'Alison Clarke'.

Alison Clarke  
Interim Head teacher

### School Development Plan Key Priorities

- ☐ Improve provision and outcomes in Early Years
- ☐ Improve the quality of teaching and learning to ensure all children make at least expected progress
- ☐ Regularly track progress of all children, planning relevant, targeted intervention where necessary
- ☐ Improve the quality of leadership & management, ensuring clear and sustainable structure, roles and responsibilities
- ☐ Develop high quality remote learning and home learning provision
- ☐ Improve the outcomes for children identified with SEND

## How to apply

If after reading the information given and you would like to apply for the post of head at our school (we sincerely hope you do) please complete the attached form enclosing your letter of application and return to [headship@epm.co.uk](mailto:headship@epm.co.uk) by the closing time / date stated below.

Your letter of application should be no more than 4 sides (A4) addressing the person specification and telling us why you would like to be our head teacher and what you are able to bring to our school now and in the future.

CVs will not be accepted.

Canvassing any employee, or member of the Interim Executive Board, directly or indirectly, is prohibited and will be considered a disqualification.

Application Closing Date: 9:00am Tuesday 20th April 2021

Shortlisting Date: Wednesday 21<sup>st</sup> April 2021

Provisional Interview Dates: Wednesday 28<sup>th</sup> April & Thursday 29<sup>th</sup> April 2021

## Safeguarding

This Interim Executive Board and Cambridgeshire County Council are committed to safeguarding and promoting the welfare of children and young people. Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

For more information, please refer to the school's Child Protection/Safeguarding Policy found on our website.





## Our School

Kinderley is a small rural primary school with big aspirations and ideas. We foster a family feel atmosphere where children are nurtured by our caring staff team. Currently there are 88 children on roll between the ages of 2-11 years, in three mixed aged classes. At Kinderley, we learn, explore, play and flourish together.

Set in a peaceful location, surrounded by open farmland, Kinderley is the northernmost school in Cambridgeshire, close to the borders with Lincolnshire and Norfolk.

We have strong links with the Red Arrows, and they contribute to assemblies and send in regular videos to inspire our children.



Kinderley is a spacious, modern school, opened in September 1963 and amalgamation with Colville School in Newton and Tydd St Giles Primary School took place in 1987. In addition to 3 classrooms, we have an inviting school library, main hall, large playing field (which includes a nature resource and pond area), remembrance poppy garden, well-resourced playground, music area and a large mobile classroom with outside child led play area.

We currently have three classes:

Hedgehogs: Nursery & Reception

Otters: Year 1, Year 2 & Year 3

Foxes: Year 4, Year 5 & Year 6

## Our Vision:

Our school is a place of learning, where everyone is valued and positively encouraged to achieve their full potential in a safe and caring environment.

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## Our Aims:

- ❑ Create a happy, nurturing, secure and inclusive environment where all children feel valued.
- ❑ Provide a stimulating, creative and appropriate curriculum, helping our children develop an understanding of the world and a lifelong love for learning.
- ❑ Ensure that all our children receive high quality teaching, enabling them to become confident and independent learners.
- ❑ Encourage strong links between home and school, working in partnership with parents, carers and other professionals.
- ❑ Celebrate diversity and ensure equality of opportunity for all.
- ❑ Inspire our children to challenge themselves and take risks, empowering them to build the resilience to succeed throughout their lives and have high aspirations.

## Our Values:



## Finances

The income for the year 20/21 is £571,000 and we anticipate a carry forward to the next year.

## We are proud of...

Our experienced and long serving staff nurture our children's needs and provide a safe, secure and welcoming environment

Dedicated staff who provide opportunities for children to take part in community events and extra-curricular sporting activities

Children showing a keen interest in reading which is well supported by parents and carers at regular reading cafes

The environmentally friendly ethos of the school and the contributions the children make to reducing their carbon footprint

*Some of these activities, of course, have been adapted due to the current National Guidelines (Covid)*





## We would like our head teacher to be...

### Our teachers said:

- ☐ Experienced, Passionate, Motivating, Approachable.
- ☐ A team player. Someone who sees the value in the people here but can also work with them to enhance the team's skill set.
- ☐ A good listener and communicator. Someone prepared to talk, listen and explain.
- ☐ A person who can lead by example. Someone who will get involved – cover at break if needed, undertake booster groups and appreciate a work / life balance.
- ☐ Someone who understands small schools and is supportive of staff and children's wellbeing
- ☐ Someone who isn't going to make major changes overnight without considering what is already in place.
- ☐ Fun with a good sense of humour.

**Our children** would like our head teacher to be kind, respectful, have a sense of humour, helpful, jolly, and sociable. They also said

- ☐ Someone who prioritises swimming, PE, sports tournaments and residentials
- ☐ Gives us second chances
- ☐ Respects equality
- ☐ Encourages us to come to school
- ☐ Knows our names
- ☐ Smiles and has a soft spot for children



## We Offer

- An opportunity to work closely and collaboratively with an established team
- Well behaved, motivated and enthusiastic pupils who are excited about their learning
- Opportunities to further the close links with the local community, church, parents and families
- Wide ranging professional development opportunities and a strong mentoring programme
- A positive, friendly and attractive work environment
- Outstanding, spacious grounds and premises in beautiful surroundings
- A strong and supportive Interim Executive Board with a clear vision and direction for the future of the school



## Job Description

Post Title: Head Teacher

Responsible to: Interim Executive Board

Salary: Range L06– L12 depending on experience. We anticipate recruiting between L06 and L09.

The Head teacher is required to carry out their professional duties in accordance with, and subject to Part 9 of the annual School Teachers' Pay and Conditions Document, which can be downloaded from [here](#).

The Head teacher is accountable to the IEB members for the organisation (At present Interim Executive Board), management and control of the school. This job description will be subject to annual review as part of the performance management cycle.

### Core Purpose

As a Head teacher, we would expect that, the children's interests come first. You provide professional leadership and management of the school. You promote a secure foundation from which high standards in all areas of the school's work are achieved.

Occupying a significant position in society and being a role model within the community of Tydd St Giles and the surrounding area you play a lead role in fostering and maintaining strong links with other community organisations, our neighbours and the education community at large.

Accountable for the education and wellbeing of current and future generations of children your leadership of our vibrant school has a decisive impact on the quality of teaching and pupils' achievements.

You seek to build on our happy, caring, learning and professionally engaged staff team who are dedicated to making a substantial positive impact on pupils. Building on and appreciating staff strengths, you'll also work to keep colleagues focused on core aspects of their job. This is a hands-on role. Leading by example, you will shape the professional conduct and practice of staff in a way that balances workload with wellbeing and leaves room for high quality continuous professional development for all.

Highly organised and able to plan ahead, you will be flexible and able to cope with shifting priorities and adept at managing time accordingly. Strategic and open in thought, you'll have the ability also to create and implement a shared vision which empowers and entrusts staff to lead in their field of expertise.

You have a passion for remaining up to date with current education initiatives and working with colleagues to keep the school's curriculum vibrant. The school currently fosters an approach that seeks to develop the potential of all learners in the school.

You secure a climate for the exemplary behaviour of pupils, set standards and expectations for high academic achievement within and beyond this school.

### Core Responsibilities of the Post

As Head teacher you will:

#### Leadership

- Articulate a strategic and compelling vision and ambition for the school
- Deliver effective leadership and management of teaching and learning
- Deliver effective leadership for child safeguarding and ensure effective systems are in place
- Motivate staff and pupils to achieve excellence
- Evaluate accurately the school's performance and identify priorities for improvement
- Deploy resources effectively to achieve the school's aims and deliver success for pupils

- Carry out the tasks required to lead and manage a safe, organised and purposeful learning environment for children and staff
- Secure the commitment and engagement of parents, carers and the school's wider community in supporting the school's development.
- Promote equality of opportunity, respect diversity and eliminate unlawful discrimination
- Advise and assist the Interim Executive Board in the exercise of its functions
- Develop the School Development Plan for consideration by the Interim Executive Board and manage, monitor and report on its implementation

### **Management of pupil attainment**

- Determine, implement and monitor systems for assessing and improving pupil attainment and progress
- Determine and implement standards of behaviour and discipline
- Make good formative, diagnostic and summative use of relevant pupil and staff information and data

### **Teaching**

- Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the school, including the provision of cover for absent teachers

### **Management and development of staff**

- Ensure high standards of teaching
- Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions, carrying out and delegating line management within this structure as needed
- Develop a working culture and practice with due regard to the wellbeing of staff
- Develop and implement structures of support and funding that effectively develop staff and inspire and enable them to grow professionally

### **Management of resources and premises**

- Ensure the development, maintenance, security and safety of the school building, grounds, equipment and other assets
- Take overall responsibility for the management of all the school's financial resources and maintaining its secure financial position
- Determine short, medium and long-term priorities for the school having regard to the financial implications and ability to meet these from foreseen income
- Support and enhance the strong environmental ethos of the school

### **Management of the school within the community**

- Establish and maintain communication with other community organisations, employers and links with supporting external agencies and media
- Represent the school to other groups and the local community
- Promote links with local primary and secondary schools and their leadership



## Person Specification

Please address the **person specification** when completing your application, stating how you fulfil the criteria below, describing the impact that has resulted from your work to date in current and previous relevant posts. You do not need to repeat information that is on the application form in your supporting statement.

Evaluated: AF: Application Form I: Interview P: Presentation	Essential	Desirable	Evaluated: AF: Application Form I: Interview P: Presentation
<b>Qualifications</b>			
Qualified Teacher Status	✓		AF
Degree or equivalent	✓		AF
National Professional Qualification for Headship (NPQH)		✓	AF
Accredited school leadership and management training		✓	AF
Higher Degree		✓	AF
SENCo Award		✓	AF
<b>Qualities and Knowledge</b>			
Have significant understanding and knowledge of primary education	✓		AF/I/P
Experience of leadership in a primary school	✓		AF/I/P
Experience of leading and teaching children across the primary age range		✓	AF
An understanding and commitment to safeguarding and promoting children's welfare	✓		AF/I
Designated Safeguarding Lead		✓	AF/I
Experience and knowledge of managing budgets		✓	AF/I
Demonstrate optimistic personal behaviour and positive relationships	✓		I/P
Lead by example with integrity, creativity, resilience using personal expertise and skills and drawing on those of others	✓		AF/I/P
Communicate the school's vision and drive strategic leadership to secure continued school improvement	✓		AF/I/P
<b>Pupils and Staff</b>			
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge	✓		AF/I
Hold all staff to account for their professional conduct and practice; ensure weak practice is improved and good practice is shared	✓		AF/I
Secure excellent teaching through an analytical understanding of how pupils learn, ensuring assessment of learning is accurate and informs planning	✓		AF/I

Lead curriculum design and development, especially to ensure that the school's curriculum is broad, rich, engaging and stimulating	✓		AF/I
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes	✓		AF/I
<b>Systems and Process</b>			
Ensure that the school's systems, organisation and processes are efficient and fit for purpose	✓		AF/I/P
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils	✓		AF/I
Welcome strong governance and actively support the Interim Executive Board to set school strategy and hold the headteacher to account	✓		AF/I
Distribute leadership throughout the organisation, ensuring all staff have clear roles and responsibilities and are held to account	✓		AF/I
<b>The Self-Improving School System</b>			
Work in partnership with local schools and services to champion best practice and secure excellent achievements for all pupils	✓		AF/I
Shape the current and future quality of the teaching profession through high quality CPD	✓		AF/I
Inspire and influence others within and beyond the school	✓		AF/I
<p>This Interim Executive Board and Cambridgeshire County Council are committed to safeguarding and promoting the welfare of children and young people. The head teacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.</p> <p>The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).</p>			



## Cambridgeshire County Council's Equality Pledge

"We believe in the dignity of all people and their right to respect and equality of opportunity. We value the strength that comes with difference and the positive contribution that diversity brings to our community. Our aspiration is for Cambridge and the wider region to be safe, welcoming and inclusive."

### Cambridgeshire County Council's Equality Objectives

1. Promote equality and inclusion with our workforce

Support employee and Member support networks

Improve the diversity of our workforce to reflect the communities we serve

2. Promote and celebrate diversity across the Council

Raise the profile of equality and diversity through communications campaigns

## Kinderley Community Primary School Equality and Diversity Policy

To see our detailed Equality and Diversity Policy, please refer to the school's website.

## The Cambridgeshire Context

Cambridgeshire is the fastest growing county in the country and one of the main economic drivers for the UK.

The 0-19 population of Cambridgeshire is expected to increase by 18.5% between 2016 and 2036, although not evenly across the county. Cambridge City is expected to grow by 12.3% over this period, while South Cambridgeshire is facing an increase of 29.4%.

There are around 137,800 children and young people under the age of 18 years living in the county, which represents 21% of the total population. The levels of free school meals is lower than the national averages. Nationally 14.5% of primary pupils and 13.2% of secondary pupils are eligible; across Cambridgeshire the levels are 9.8% and 8.3% respectively.

Children and young people of school age from minority ethnic groups account for 12.2% of primary pupils and 9.4% of secondary pupils - compared with 31.4% and 27.9% respectively for the country as a whole. Locally the largest minority ethnic group is Asian (3.8% of school-aged children). Travellers of Gypsy Roma and Irish heritage account for 0.7% of the school age population compared with a national average of 0.4%.

Cambridgeshire is a relatively prosperous county. Our children generally have above average health, educational attainment and life chances. However, there are pockets within the county where deprivation levels exceed or equal the national average, particularly in parts of Wisbech, Huntingdon North and the north east of Cambridge City. A particular feature of Cambridgeshire is that deprivation is spread widely across the county. 65% of children living in low income families live in our more affluent areas.

