

Headteacher Application Pack

Closing date: Monday 11th October 2021

Email: headship@epm.co.uk

Website: <http://www.monkfieldpark.cambs.sch.uk>

Monkfield Park Primary School

School Lane

Cambourne

Cambridge

CB23 5AX

Commencing January or April 2022

**Headteacher Application Pack**

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# Letter from the Chair of Governors

# Dear Prospective Candidate,

# Thank you for your interest in the post of Headteacher at Monkfield Park Primary School.

# Monkfield Park Primary is a popular and vibrant, community-centered school situated in the town of Cambourne, Cambridgeshire. It is a large, two-form entry primary with capacity for 420 children. We also have an extended school facility*,* ‘The Care and Learning Centre’, with a pre-school nursery, providing care and education for children aged 2 – 11 years.

# At Monkfield Park we strive to ensure that children maximise their achievements in all areas of their lives. We believe that children need to be treated as individuals and they are encouraged to develop a thirst for learning, a passion for knowledge and a questioning mind, to best prepare them for the future. Through our curriculum and environment, we encourage children to follow their hopes and aspirations and to become self-assured young people. We are keen to ensure that every moment of every day is a learning experience, and we encourage creativity and the desire to pursue self-direction in a setting where expectations are high for all. Our children are encouraged to follow our school values, which are described as ‘The Monkfield Way’, enabling them to develop a sense of responsibility, confidence, and respect for other people. Most importantly, children are encouraged to try their best in everything they do.

# In the four years of my tenure as a Governor – and in the last year as Chair – I continue to be inspired by the innovative methods which staff apply to meet the unique learning needs of every child. Their commitment in roles across the school, regardless of position or hierarchy, demonstrates a true sense of community.

# Parents are very complimentary about the quality of learning and of the staff that teach their children. Relationships are strong and there is a well-developed sense of family, both within and outside the school. Governors acknowledge the hard work of staff and the dedication they give in their roles.

# This Governing Body is seeking an inspirational, forward-thinking, highly motivated, strategic leader, who has a clear vision for the future of the school and the ability to deliver results: a team leader who has the attributes to challenge themselves and others and to gain outstanding outcomes for all. If you feel that this role is for you and would like to know more about the school and its local community, we would love to hear from you. I also strongly recommend that you visit our website <http://www.monkfieldpark.cambs.sch.uk> where you will find an array of information.

# May I take this opportunity to wish you well in your application.

# Regards

# Sharon McLaughlin – Chair of Governors

**The selection process**

The vacancy is for a Headteacher to start in January or April 2022, although we would consider revision of this timescale for an exceptional candidate. The salary scale is **L18-L24**

Your application form should be completed with reference to the Job Description and Person Specification: we ask that you limit your further information to two A4 pages. The selection panel will take into account the qualifications and skills of each applicant as well as experience.

**Key Dates**

Closing date for applications: **Monday 11th October 2021 at 9am**

Any applications received after this date will not be accepted.

Short listing: **Monday 11th October 2021**

Candidates chosen for the short list will be notified as soon as possible afterwards. Unsuccessful candidates will also be notified.

Interviews: **Thursday 21st and Friday 22nd October 2021**

Visits to the school are welcomed. Please contact the school office by email to [office@monkfieldpark.cambs.sch.uk](mailto:office@monkfieldpark.cambs.sch.uk) or by telephoning 01954 273377 to request an appointment.

Please return your completed application form to: [headship@epm.co.uk](mailto:headship@epm.co.uk).

**Safeguarding**

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post‐holder must uphold this commitment at all times. This post is subject to an enhanced DBS check and satisfactory references.

**Equal Opportunities**

The Governing Body undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sex or marital status, or by reason of race, nationality, gender orientation, colour or ethnic or national origins.

**Please note that in keeping with current legislation, canvassing any member of staff or member of the governing body is prohibited and will be considered a disqualification.**

**Our School**

Monkfield Park Primary School was established in 1999, the first school in the new settlement of Cambourne. The school is situated in large, very attractive, landscaped grounds with plenty of playground space and a grassed area for sporting activities. There are fourteen classrooms, built around two courtyards, dedicated to enhancing the curriculum for Reception, Key Stage 1 and Key Stage 2. There are two halls, a library, Design Technology room, group room, quiet room, First Aid room, staffroom, kitchen and administrative area. Internally, the school is modelled and equipped to deliver an education appropriate to the needs of all pupils. Every room has the capacity to connect to data or voice technologies and there are networking facilities throughout the school. The ICT resources available for the children to use include: interactive white boards in all teaching areas, wireless laptops, personal computers, colour printers, scanners, iPads, tablets and the Internet. The school has its own Website and each class has its own e-mail address.

There is an outside classroom designed by the children – a wooden gazebo type structure – which enables a class of 30 children to be seated on benches for outdoor learning. The structure also allows for the children to access shade and seating during playtimes. Around the outside of the classroom is a ‘willow tunnel’. The children have an eco area. There is also a trim trail for the children to play on, and shaded social areas for the children to relax in. We also have an outdoor gym.

The Care and Learning Centre

The Care and Learning Centre offers pre-school for children aged from two years old, lunch club, breakfast and after school sessions. During term time there are two pre-school sessions each day, working to the Early Years Foundation Stage Curriculum, providing activities both indoors and outdoors. These include cooking, gardening, ICT, music, stories and rhymes. Breakfast and after school club sessions are play based. The Centre also provides support for children with their homework, if requested. There are computers with internet access for the children to use.

Inspection

Monkfield Park was last inspected by Ofsted in November 2018. The Inspectors concluded that Monkfield Park continues to be a good school. They commented:

‘*Staff are proud to work at the school and want the very best for the pupils that they teach. Leaders and teachers work very effectively as a team to achieve improvement priorities that have been identified through accurate self-evaluation.*’

‘*Pupils are happy and enjoy the school, as shown by their low rates of absence and good behaviour. They have positive attitudes to learning. Good relationships between pupils and with adults contribute to pupils’ strong progress.*’

**Location**

Cambourne is a new settlement and civil parish in the district of South Cambridgeshire. The first residents moved to the area in 1999 and Cambourne has since continued to grow into a diverse and dynamic community. It comprises the three villages of Great Cambourne, Lower Cambourne and Upper Cambourne with a population of approximately 11,000. The recently approved planning application for a development west of Cambourne will add a fourth village with a further 2,350 homes to the parish.

The well-connected parish lies just off the A428 road, approximately 9 miles to the west of the historic city of Cambridge. Frequent bus services connect Cambourne not only to Cambridge but also to the surrounding villages. Plans for a train station connecting Cambourne to Cambridge will further improve accessibility. Approximately 9 miles to the west is the town of St Neots, which offers access to London via train in under an hour.

  Residents of Cambourne enjoy the benefits of the outdoors on their doorstep as the parish has a number of parks, green spaces and lakes. Cambourne Nature Reserve, managed by the Wildlife Trust, features a community orchard and is home to an array of wildlife. The two allotments sites offer further opportunities for residents to spend time in the outdoors. In addition, there are several National Trust sites nearby.

Cambourne hosts a variety of local sports clubs, including Cambourne Cricket Club, Cambourne Rovers FC (which plays in the Cambridgeshire County Football League) and Cambourne Exiles Rugby Club, all of which offer opportunities to spectate and get involved with the teams. In addition to these clubs, all of which have their own facilities in the parish, there is a tennis court and Cambourne Fitness and Sports Centre provides a gym and a range of fitness classes.

The community is served by a range of amenities including a doctor’s surgery, dentist, police station and library. The high street boasts a range of shops including a supermarket, a beauty salon and a number of food outlets, as well as a café and a pub. The range of events taking place at The Hub reflect the diverse community of Cambourne and capture the parish’s spirit of unity.



**Our staff would like a Headteacher who . . .**

Puts children at the heart of everything they do

Is a good communicator

Is supportive

Has strong inter-personal skills

Is a good listener, approachable and understanding

Is open to new ideas

Is concerned for staff wellbeing

Is positive and kind

Is passionate about learning, enjoys teaching

Takes a flexible approach

**Our parents** **would like a Headteacher who . . .**

Is innovative and creative

Inspires respect by their actions

Is enthusiastic and open -minded

Is inclusive, and champions diversity

Has high standards

Is approachable and friendly

Is compassionate, warm, understanding and kind

Has courage to make changes

Creates a caring, nurturing environment in school

**Our pupils would like a Headteacher who . . .**

Is supportive and friendly

Cares about people

Is a good listener

Can learn from mistakes

Helps others and takes time to get to know them

**Staffing**

Acting HeadteacherAnnie Howell

Acting Deputy Headteacher Kate Major

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | | **Teacher** | **Number in Class** |
| Orange | Reception | Mrs Sheldon | 27 |
| Yellow | Reception | Mrs Warne | 25 |
| Green | Year 1 | Miss Bailey | 30 |
| Blue | Year 1 | Mrs Martin & Mrs Evans | 29 |
| Indigo | Year 2 | Mrs J Johnson | 26 |
| Violet | Year 2 | Mrs McCrae & Miss McSweeney | 28 |
| Columba | Year 3 | Ms Deegan | 28 |
| Dorado | Year 3 | Mrs Flack & Mrs Squires | 30 |
| Aquila | Year 4 | Mrs Tranter & Mrs Flack | 28 |
| Cygnus | Year 4 | Mrs Sawford | 30 |
| Lacerta | Year 5 | Mr Frame | 30 |
| Phoenix | Year 5 | Miss Simpson | 32 |
| Pegasus | Year 6 | Mrs N Johnson | 32 |
| Delphinus | Year 6 | Mr Yates | 32 |
| Pupil Premium Champion |  | Mrs Varey | Not applicable |

**Support Staff**

|  |  |  |
| --- | --- | --- |
| School Business Manager | Mrs Durrant | |
| Clerical Assistants | Mrs Taylor  Mrs Cox | |
| High Level Teaching Assistants | Mrs Dutton  Vacancy | |
| Cover Supervisors | Mrs Slater  Mrs Williams | |
| Teaching Assistants / Midday Supervisors | Mrs Asif  Mrs Askew  Mrs Atkinson  Miss Chandler  Miss Fernandes  Mrs Harris  Mrs Horton | Miss Kinder  Mrs Lahori  Mrs Morgan  Mrs Patrick  Vacancy  Vacancy |
| Site Officer | Mr Chamberlain | |
| School Caterer | Mrs Tucker | |
| Cleaning Staff | Mrs Tucker  Vacancy  Vacancy | |

**The Wider 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 level of free school meals is lower than the national average. Nationally 14.5% of primary pupils and 13.2% of secondary pupils are eligible for free school meals: 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.

# Job Description

# Post: Headteacher - Monkfield Park Primary School

# Line Manager to the Care and Learning Centre Manager

# Contract: Full-time, Permanent

# Grade: Leadership Scale

# Group 3 School - Range L18 – L24

# Responsible to: The Governing Body of Monkfield Park Primary School

# Responsible for: All staff and children within Monkfield Park

# Date Effective: September 2021

# Core Responsibilities

# To provide high quality professional leadership and management for the school, securing high standards of achievement in all areas of the school operation.

# To effectively manage teaching and learning as the school’s lead professional, such that personalised learning opportunities allow pupils to maximise progress and realise their full potential.

# To create a productive learning environment which engages and fulfils children, stimulates and inspires staff and secures the support of parents, carers and the local community.

# To be accountable to the Governing Body and to work with members to provide vision and strategic direction.

# To evaluate methodically and analytically all aspects of school performance to: identify priorities for continuous improvement; raise standards; develop policies and practices; maximise use of resources.

# To secure the commitment of the wider community to the school by developing and maintaining excellent and effective partnerships.

# To promote equality of opportunity and individuality, respecting diversity and eliminating unlawful discrimination and promoting Fundamental British Values.

# To lead by example and model best practice regarding professional conduct, workload and personal development.

# Be a role model for all in our community.

# Description of Core Responsibilities

**Shaping the Future**

The Headteacher will work with the Governing Body to create a shared vision and strategic plan which inspires and motivates pupils, staff and others in the school community.

*Specifically, the Headteacher will:*

* Have a strategic view of how to successfully develop and improve the school
* Develop and monitor the School Improvement Plan
* Inspire, challenge and motivate others to take forward the strategic plan
* Support staff development by offering a range of opportunities for CPD
* Develop and foster links to work successfully with relevant agencies to promote the school and foster the wellbeing and achievement of pupils and staff.
* Advise the Governors on key educational changes that may affect the school.

**Learning and Teaching**

The Headteacher will be responsible for ensuring high standards of teaching and learning to ensure that every child can reach their full potential including:

*Specifically, the Headteacher will:*

* Demonstrate personal commitment and enthusiasm for the learning process, including teaching as necessary and appropriate, leading assemblies and providing a model of the standards expected of all staff within the school.
* Ensure a consistent and continuous school-wide focus on pupils’ achievement, using data and benchmarks to monitor progress and attainment in all children’s learning.
* Celebrate success in all aspects of school life and ensure that an atmosphere is created where every child can succeed and achieve through high quality and personalised learning experiences.
* Continue to implement strategies which encourage high standards of behavior, attendance and pupil welfare.
* Oversee the curriculum and foster outstanding working practices, encouraging debate and new learning amongst teaching and support staff.

**Leading and Managing Staff**

In order to develop effective relationships and communication which underpin a professional learning community enabling everyone in the school to achieve.

*Specifically, the Headteacher will:*

* Ensure that outstanding teaching is the primary objective for all classroom staff.
* Lead, motivate, support, challenge and develop staff so that they can reach their full potential.
* Recruit, retain and deploy high quality staff appropriately to achieve the vision and goals of the school.
* Manage staff performance effectively
* Ensure that all staff are engaged with the school’s strategic priorities, and the development of the school’s aims and objectives, through effective communication across the whole school community.
* Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

**Managing the School, Staff and Resources**

The Headteacher will provide effective organisation and management of the school which will:

* Ensure that pupil’s safety is at the centre of all the school’s activities.
* Assume overall responsibilities for the day-to-day management of the school and efficient and appropriate delegation of duties.
* Prioritise, plan and organise themselves and others effectively and efficiently.
* Agree and set appropriate priorities for expenditure with the Governing Body, allocating funds and monitoring the effective administration and control of school budgets so that the school secures its objectives.
* Deploy and manage the school’s financial and human resources efficiently and effectively to achieve the school’s education goals and priorities.
* Ensure school buildings and facilities meet the needs of pupils and staff and are of the highest standard of cleanliness and repair, and compliant with health and safety regulations.
* Explore and develop additional sources of funding.

**Stakeholders and the Local Community**

The Headteacher will engage with the local and wider community including:

* Promote and develop the school’s reputation and acting as an ambassador for the school in a manner which upholds its values and ethos.
* Secure the commitment of parents, carers and the wider community in the vision and development of the school to enhance the education of all pupils.
* Develop a positive and effective relationship with the School Governing Body.
* Contribute to the development of education by sharing good practice, contributing to new initiatives, and utilising current research.
* Continue to build relationships with the local community to enhance the learning opportunities for the school.

**Accountability and Governance**

The Headteacher will be legally and contractually accountable for the school, its environment and all its work, including:

* Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including the school governors, parents, the local authority, the local community and OFSTED.
* Work with the Governing Body to plan for future needs and the further development of the school.
* Ensure that all legal requirements, including Safeguarding, Child Protection, and Health and Safety, are fulfilled with effective systems in place.
* The Headteacher will be the Data Protection Officer, PREVENT Lead and Designated Safeguarding Lead.
* Translate the vision into a plan with agreed, prioritised objectives and operational plans which will promote and sustain school improvement within an agreed timeframe and measuring and reporting on the school’s success in meeting the action points of such plans.
* Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post Holder) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of Governors) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monkfield Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to school policies and the staff code of conduct.**

**Person Specification**

**Post: Headteacher**

**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 post**s. You do not need to repeat information that is on the application form in your supporting statement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evaluated**:  AF: application form  I: Interview  P: presentation |
| **Qualifications** |  |  | AF |
| Qualified Teacher Status | \* |  | AF |
| Degree or equivalent | \* |  | AF |
| National Professional Qualification for Headship (NPQH) |  | \* | AF |
| Evidence of CPD relevant to school leadership and management |  | \* | AF |
| Higher Degree |  | \* | AF |
| **Experience and Knowledge** |  |  |  |
| Recent experience of school leadership as a Headteacher or Acting Headteacher in a primary school | \* |  | AF |
| Experience of leading and implementing effective school improvement initiatives within the last four years | \* |  | AF/I |
| Skillful and inspirational teacher, able to teach across all year groups in the primary phase | \* |  | I/P |
| Promoting positive and respectful relationships across the school community and a safe, orderly, and inclusive environment | \* |  | AF/I/P |
| An understanding and commitment to safeguarding and promoting children’s welfare, experience as a DSL | \* |  | AF/I/P |
| Experience of managing a budget and procuring services to ensure the best value of the school’s resources | \* |  |  |
| **Management and Leadership Skills** |  |  |  |
| Fosters an open and transparent culture ensuring effective communication with all stakeholders | \* |  | AF/I |
| Can communicate the school’s vision, and drive strategic leadership to secure continued school improvement | \* |  | AF/I/P |
| Able to analyse performance, identify strengths and seek solutions for areas needing development | \* |  | AF/I |
| Understands and welcomes the role of effective governance. Committed to establishing and sustaining positive and professional working relationships with the Governing Body | \* |  | AF/I |
| Celebrates success for all members of the school community, and in all aspects of school life | \* |  | AF/I |
| Creates an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge | \* |  | AF/I |
| Holds all staff to account for their professional conduct and practice; enabling regular opportunities to share good practice, and encouraging all to research, develop, improve and refine their skills and approaches | \* |  | AF/I |
| Secures excellent teaching through an understanding of how pupils learn, ensuring assessment of learning is accurate and informs planning | \* |  | AF/I |
| Leads by example with integrity, creativity, and resilience using personal expertise and skills and drawing on those of others | \* |  | AF/I |
| Able to lead curriculum design and development, ensuring a broad, structured and coherent curriculum entitlement setting out the knowledge, skills and values that will be taught. Understanding of research and recent developments in EYFS, KS1 and KS2 | \* |  | AF/I |
| Ensures that staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs | \* |  | AF/I |
| Demands 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 |
| Ensure that the school’s systems, organisation and processes are efficient and fit for purpose | \* |  | AF/I/P |
| Distribute leadership throughout the organisation ensuring all staff have clear roles and responsibilities and are held to account | \* |  | AF/I |
| Inspire and influence others within and beyond the school | \* |  | AF/I |
| Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils | \* |  | AF/I |
| **Personal skills and attributes** |  |  |  |
| Demonstrates ability to work well as part of a team and also as an individual | \* |  | AF/I |
| Enthusiastic about learning | \* |  | AF/I/P |
| A creative thinker, readily seeks solutions to overcome difficulties | \* |  | AF/I |
| Able to reflect honestly and creatively on impact of work, receptive to feedback and challenge. | \* |  | AF/I |
| Models good practice in professional conduct, and in managing workload and wellbeing | \* |  | AF/I |
| This governing body 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). | | | |