

Headteacher Recruitment Pack



Woodston
Primary School



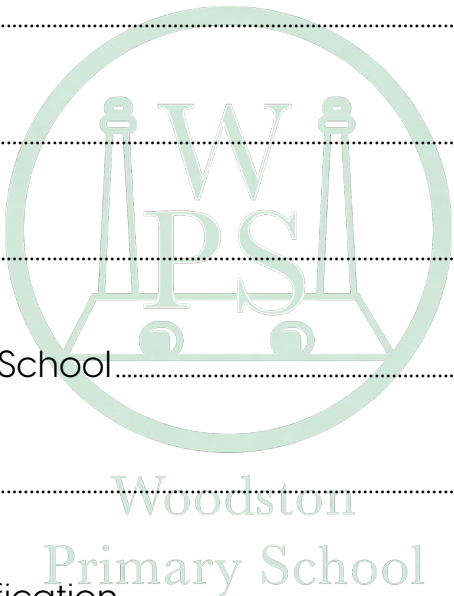
Opportunity.

Work Together.

Nurture

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LETTER FROM CHAIR OF GOVERNORS

Dear Applicant,

Welcome to Woodston Primary School and thank you for your interest in becoming our Head Teacher. I have been a parent at the school since 2009, a governor since 2016 and Chair of Governors since 2019. Both my children came to Woodston. My involvement has always made me immensely proud of the school's achievements and I believe this is an exciting opportunity for someone who has proven effective leadership skills and the necessary vision to continue to develop the school as part of OWN Trust. I relish the opportunity to work alongside a Headteacher who has the motivation to build on the successes of the school and to continue the work of the retiring Headteacher.

The current Headteacher, Jacki Mitchell, is retiring after 21 years at Woodston. She developed the school from having 4 classes in 2002, to the current 20 classes, along with 3 extensions to the building – and there are still 2 years before we reach 21 classes – 630 pupils! We are looking for someone who will maintain, and build upon, the fantastic reputation that the school holds. Whilst remaining an essential member of OWN Trust, the successful candidate will recognise the individual ethos and values of the school itself, working closely with parents, carers, staff, governors and Trustees to ensure that Woodston remains a great school at the heart of the community.

Our aim has always been to provide a nurturing, caring, friendly school community where every child and adult feels valued. It is important to us that we are a school where people wish to be and belong; a genuine 'Woodston family'.

Our school and its staff have a strong commitment to providing a full and enriching curriculum, offering many activities to inspire and motivate our children. We look to develop inquisitive minds, promote independence with a sense of both leadership and ownership. Pupil voice is a strong characteristic of our approach at Woodston and our children never cease to amaze us.

I have already mentioned the 'Woodston family'. Many schools talk about having this feeling about them, but the staff who work here state that they never quite believed it until they became part of it. They are a loyal, hardworking and dedicated team who are fully committed to developing both the personal and academic progress of the children. They provide an extremely caring environment in which pupils feel safe and valued. Staff are very supportive of one another, both professionally and personally. They plan together, share information and ideas about best practice, and collaborate both within the school and across the Trust to ensure that our children receive the best teaching and support. We believe

that the wellbeing of our staff is of primary importance in enabling them to provide the best for our children. Ongoing CPD is recognised and valued as being crucial in maintaining and extending the school's professional capital.

A strong partnership between the school and parents/carers remains the bedrock of our work, striving for the best communication between school and home as a priority. Our Local Governance Committee is extremely supportive and under the direction of the Trust comprises of a team of hardworking and committed individuals. They work very closely with the Headteacher and staff to offer support, advice and challenge as well as maintaining oversight of the direction of the school within the Trust.

If you feel that this role is for you and would like to know more about the school and OWN Trust, we would love to hear from you. I also strongly recommend that you visit our website <https://www.woodstonprimary.org.uk/> and <https://www.own-trust.education/> where you will find lots of information.

I wish you all the very best in the application process.

Gordon Knibbs
Chair of the Local Governance Committee, Woodston Primary School

LETTER FROM HEADTEACHER

Dear Applicant,

Thank you for showing interest in applying for the Headship at Woodston Primary School.

It has been an absolute pleasure to have been the Headteacher here since January 2002.

The time has come for me to move away from headship and start (early) retirement! I have dedicated my teaching career to schools in Peterborough since 1985. I was the Deputy Head at Walton Juniors, then Acting Head. Moving to be Head of my 'own school' was always my intention. I was fortunate enough to succeed at Woodston, where there were originally 4 classes and the school had just had a satisfactory Ofsted. I am now keen to see the school moving forward in the hands of someone who has the same passion to lead the school as part of the Trust family and the wider school community. Working at Woodston really does feel like being part of a family. It has been the best school to work in and the children, parents and staff come together to make it that way.

Initially opened in 1930, the school was the primary phase and Old Fletton was the secondary phase and the playing fields between the schools were open and shared. We still have the original attendance log and scrap books from when the

school first opened! The school underwent an expansion from having a PAN of 20, to being a '2-form entry' when house building commenced at Hempstead. We then had a further building expansion in 2014 and then the 3rd phase in 2019 – making our PAN 90 taking us to '3 form entry'. We are fortunate to have a building that is light and airy and has great facilities.

Our staff are highly supportive and really do care, guide and support each other, both professionally and personally. The school and the Trust provide for the wellbeing of staff, both informally, and formally through the Employee Assistance Programme, but it is the sense of being part of a genuine team that is most palpable. We are told by visitors and parents alike that you can 'feel our ethos' when you come into school.

During my time at the school we have experienced 4 Ofsted inspections, all resulting in 'good' gradings, before making the move to academy status as a founding member of OWN Trust in March 2019. Over the years the school has demonstrated many strengths, at times being awarded recognition for Inclusion, International Schools, Music, and we hold a 'Young Carers Award'. All of this taking place alongside continuing academic achievements for our children in statutory assessments and recognition from the government at

various times for our progress and being most improved.

The children at Woodston are a joy to work with. They are often confident and articulate, displaying huge potential and a thirst for learning. They love nothing more than stepping up and taking responsibility, whilst also displaying true thoughtfulness for their fantastic environment and those around them. They are kind and caring and always chat to visitors!

Safeguarding has always been a key strength too with our Family Support Team of 4 staff members including 2 Learning Mentors, one specialising in Child Protection, the other leading on ELSA, and we are an accredited ELSA school. The safety and wellbeing of all of our children is paramount, is embedded through all that we do and is the heart of our purpose.

The school's Local Governance Committee works within the Trust's scheme of delegation but continues to be highly effective and supportive to the school. It provides challenge in just the right measure whilst also recognising the pressures school staff face and the commitment they have to the needs of the children. They will play a key part in the recruitment process.

LETTER FROM HEADTEACHER continued

In that vein Trustees are looking for someone who has proven experience of being a Headteacher, leading good teaching and learning across the primary age range and early years.

They need to demonstrate their experience of effective whole school development planning, based on thorough school self-evaluation as well as the ability to collaborate with and contribute to the work of OWN Trust.

I wish you the very best of luck with your application.

Jacki Mitchell
Headteacher
Woodston Primary School



LETTER FROM THE OWN TRUST CEO Primary School

Dear Applicant

OWN Trust was established to provide for strength in collaboration, whilst maintaining the uniqueness of each school. Of course, there are areas where alignment and some standardisation with the Trust are needed, but Trustees operate with the view that schools have earned autonomy over much that they do. Centralised functions enable school leaders and the Local Governance Committee to focus on what is

most important in the school; the children, the curriculum and teaching and learning. OWN Trust is the appointing body and the Board of Trustees, as well as I as CEO, are looking forward to welcoming another valued Headteacher to the Trust family. This appointment is an ideal opportunity for the successful candidate to demonstrate from their experience the ability to lead a large primary school whilst benefitting from the support and guidance of a growing Trust.

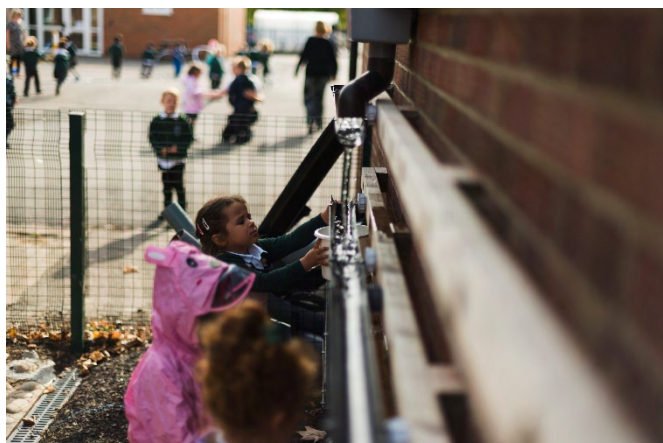
Please do not hesitate to contact us via hr@own-trust.education and we will be more than happy to answer any questions that you might have about the role, or to arrange for the opportunity to visit the school.

Stuart Mansell
Chief Executive Officer

OUR SCHOOL

Our school is a calm and friendly place where you will always be made to feel welcome. We expect all children to work hard so that they make the most of the opportunities we provide for them. All staff genuinely care for each other and support each other in helping children to develop and succeed.

We will also expect a high standard of work and behaviour and the children's active involvement in both.



Facts and Figures

At our last inspection, in May 2017, Woodston was judged to be 'Good' in all areas. In fact, we have had a total of 4 'Good' Ofsted Inspection judgements under the current Headteacher.

As a key member of OWN Trust, Woodston is a large sized primary school that has expanded from a PAN of 20 in 2002 to a PAN of 90 and is 3-form entry. The school has been consistently at capacity which, in recent years, was the reason the Local Authority authorised and completed three building expansion works. We have a beautiful school and extensive grounds – all our pupils love and respect the environment they are in. Indeed, we positively promote care for each other and our environment.

The school has a mixed demographic with 29% of pupils eligible for pupil premium; SEND support & EHCP totals 13.4%, which although is slightly lower than the National for SEN support, EHCP total is higher than average. The main area of need is Communication & Interaction. We have an effective Inclusion Team that includes 2 Learning Mentors, 2 Family Support Officers, 1.1 FTE SENDCos and an ASD Specialist. Our SENDCos are part of a very strong Trust wide team, ensuring quality provision for children with additional needs. We also employ 2 Speech & Language Specialists. We have a high number of children with English as an Additional Language (32%) and a large number of languages spoken (31). We pride ourselves in having Language Ambassadors whom we call upon when a family arrive, and we need help translating.

Aims and Ethos

At Woodston Primary School, we work together with enthusiasm to provide a safe and happy learning environment. We strive to achieve excellence by encouraging everyone to be the best that they can be. We have safeguarding at the heart of our purpose. We achieve this through:

- Nurturing a lifelong love of learning through a creative and engaging curriculum
- Developing responsibility
- Working together as a team
- Valuing each individual for their own skills and talents
- Respecting ourselves and each other

We believe that we can all make a positive contribution to both our community and the wider world.

OUR LOCATION



Woodston Primary School is located within walking distance of the centre of the Cathedral City of Peterborough; one of the fastest growing cities in the UK. It's a great place to live and bring up a family too, boasting one of the highest ratios of green space per person in the UK - you can enjoy the hustle and bustle of the city centre, and reach the stunning Ferry Meadows in just five minutes.

Peterborough has a vibrant leisure and culture scene with access to theatre, arts, dining out, heritage and music. On top of this, it is the UK's number one city for housing growth with a range of new developments to suit everyone. The cost of living

makes Peterborough one of the most attractive places to live. Average property prices are among the lowest in the local area.

But Peterborough is by no means a built-up area; it has many spaces for you to enjoy your leisure time and relax and unwind. Ferry Meadows at Nene Park and Thorpe Meadows are real jewels in the Peterborough crown with a water sports centre, fishing facilities, a nature reserve and an 18-hole golf course.

The City has a rich history, with the famous Norman Cathedral being one of Peterborough's biggest tourist attractions. It is also the original burial place of

Katherine of Aragon. Nearby, Flag Fen Archaeological Park is built on the site of a Bronze Age settlement and just 15 minutes from the City stands Burghley House – one of Britain's greatest Elizabethan houses – home to the internationally renowned annual Burghley Horse Trials.

Around Peterborough you can access a series of leisure route guides which highlight scenic cycle routes that explore some of Peterborough's wonderful countryside and many attractions. It is also home to some stunning locations for walking, such as Bluebell Wood and Alwalton. The surrounding villages also provide perfect areas to explore on your doorstep, from Barnack Hills and Holes to Fotheringhay Castle.

Within these wonderful surroundings, Woodston is located on a large green space within an established residential area. Built c.1930, but with recent extensive expansion projects, it offers a wonderful learning environment for the children and community that must be seen.

Photo by Craig McGonigle on Unsplash

THE SELECTION PROCESS

To apply for this role, please download, save and complete the application form. Email a copy of your completed application form with a covering letter of no more than 2 sides A4, setting out why your skills and experiences make you a suitable candidate for this position, with direct reference to the Person Specification.

We actively encourage all candidates to visit the school prior to interview. Please note that all visits will be informal; they will not be part of the selection process and will not have any bearing on our shortlisting, interview, selection and recruitment process.

To discuss this exciting opportunity further and to arrange a visit, please contact Mrs Sadie Wiles in the Trust office on **01733 259862** or email cfo@own-trust.education

The Trust is committed to diversity and inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

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

SCHOOL VISITS:

Can be requested and will then be scheduled to take place between Monday 13th March and Tuesday 28th March.

INFORMAL CONVERSATION:

With the CEO can be requested via ceo@own-trust.education

COMPLETED APPLICATIONS SHOULD BE RETURNED TO: ceo@own-trust.education

CLOSING DATE FOR APPLICATIONS:

12:00 noon on Wednesday 29th March 2023

STARTING DATE:

September 2023

SALARY:

L24-L30 – increased and above school range

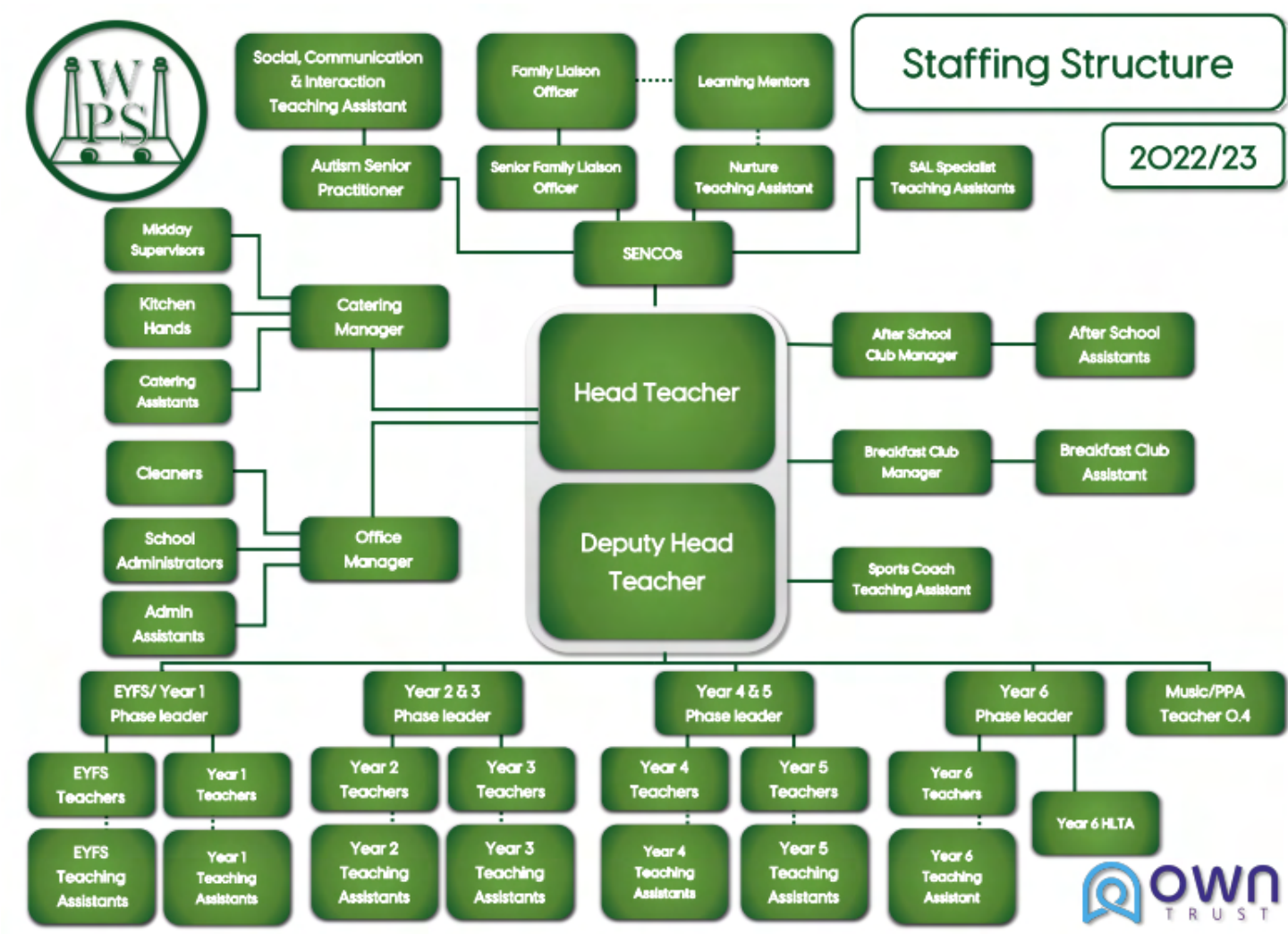
SHORTLISTED CANDIDATES NOTIFIED:

Week commencing Monday 3rd April 2023

INTERVIEW DAYS:

Thursday 20th March and Friday 21st March 2023

STAFF AT WOODSTON



Primary School



JOB DESCRIPTION – HEADTEACHER

Job Title	Headteacher
Reporting to	Chief Executive Officer
Responsible for	Senior Leaders and staff in school
Salary scale	School group: 4. Range: L14-L27. ISR: L24-L30 (above range)

Vision and Purpose

The role of Headteacher is crucial to the rapid improvement of schools in our Trust, against the OWN Trust School Designations, learner outcomes and Ofsted grades. The Headteacher is responsible and accountable for delivering excellent standards of teaching and learning in their school, for ensuring that all pupils and staff are safe and happy and for maintaining strong professional links with the OWN Trust Executive and Central Teams.

Headteachers will at all times adhere to and promote the agreed OWN Trust Leadership Principles and Behaviours.

The Headteacher will ensure that the school's values align to those of our Trust and will champion and promote our Trust work across all schools. In addition, the Headteacher will develop and build a strong individual school ethos rooted in the context and community of the school.

This job description is based on the Headteachers' Standards 2020 as provided by the Department for Education.

Main duties and responsibilities:

- Ensure that safeguarding is the top priority in all aspects of the school and for the whole school community;
- Carry out and adhere routinely to all appropriate safeguarding procedures and processes in terms of recruitment, record keeping and staff and pupil behaviours;
- Ensure rigorous approaches to identifying, managing and mitigating risk are implemented;
- Be responsible for the safety, wellbeing and all-round development of the children, and create an ethos and organisation in which individual needs are met and the potential of children realised;
- Using regular, precise and rigorous self-evaluation, devise and implement a clear strategic plan for ambitious school improvement in line with OWN Trust values;
- Deploy people and resources in order to meet specific objectives in line with the school's strategic plan and financial context;
- Through the implementation of robust monitoring and review systems, develop and embed the highest standards of teaching and learning and consequent achievement and progress outcomes at the school;
- Systematically identify and map emerging talent in the staff and support career pathways and succession planning;
- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities;
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities, both within and beyond the Trust;

JOB DESCRIPTION – HEADTEACHER continued...

- Promote and champion anti-discrimination and diversity and promote British values in all aspects of the school's work;
- Through proactive and constructive partnership with OWN Trust Executive and Central Teams, ensure the smooth running and operation of the school on a day-to-day basis;
- Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice and take action if necessary;
- Maintain an appropriate level of skills in finance, HR and health and safety to enable adherence to the school responsibilities for each area as set out in any SLAs;
- Manage the school within the allocated budget;
- Be a visible and proactive champion for our Trust, its vision and values, and lead staff in their understanding of the benefits of our Trust family;
- Ensure the implementation of accurate and regular assessment of pupil progress by teachers and the analysis of this data. Require leaders and all staff to use this analysis to inform curriculum planning and implementation;
- Review pupil achievement and progress information across all year groups and for all groups of pupils, systematically and regularly, to ensure accurate understanding of the quality of teaching and learning across the school;
- Prioritise the strong progress and achievement of most-able learners, disadvantaged pupils and those pupils with special educational needs and/or disabilities, fulfilling the statutory duties of the SEND code of practice;
- Implement strategies which secure high standards of behaviour and attendance;
- Encourage, inspire and coach senior leaders, whilst holding them robustly to account;
- Provide a role model of consistency, integrity, drive and purpose for all staff and pupils;
- Aspire to the OWN Trust Headteacher standards, proactively embracing development opportunities to support this;
- Forge productive and outward-facing links with external organisations and providers to enhance provision in the school and our Trust;
- Liaise closely with other schools in our Trust to share and benefit from expertise;
- Demonstrate visible commitment to school-to-school support across our Trust;
- Prioritise the wellbeing and motivation of all staff in the school;
- Implement successful performance management processes for all staff, whilst managing workloads to achieve the vision for the school and the Trust;
- Lead and develop strong and positive working relationships with colleagues to enthuse, inspire and engage them in order to achieve a highly effective workforce;
- Establish and maintain positive relationships with parents, carers and the school community, governors, Trustees and community leaders;
- Deliver, as required, high quality presentations to Local Governing Bodies, Trustees and Senior Trust leaders to inform about the quality of education at the school, enabling them to meet their responsibilities;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Reflect on personal contribution to school achievements and take account of feedback from others.

JOB DESCRIPTION – HEADTEACHER continued...

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required.

This job description is current at the time of appointment, but you may be directed to undertake other duties as required to ensure the smooth running of the school and following consultation with you, the job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



HEADTEACHER PERSON SPECIFICATION

Essential (E)

Desirable (D)

Education and Training	E	D	Assessed by
Qualified Teacher Status	✓		Application
Degree	✓		Application
Additional qualification related to the role, e.g. National Professional Qualification for Headship		✓	Application
Evidence of professional development across career to date	✓		Application

Experience	E	D	
Successful experience at Headteacher level (may include acting or interim roles)	✓		Application
Demonstrable success in a school leadership role, encompassing whole school responsibility	✓		Application/ Interview
Proven track record of achievement in raising standards through, for example, using target setting, data analysis and curriculum innovation to monitor and improve performance	✓		Application/ Interview
Strong experience in successfully leading and developing colleagues and building effective teams	✓		Application/ Interview
Proven track record of creating a rich learning environment and delivering successful behaviour management	✓		Application/ Interview

Knowledge, Skills and Qualities	E	D	
Solid understanding of the regulatory frameworks associated with school management	✓		Application/ Interview
Sound understanding of how children learn, what high quality teaching and learning looks like and how to continue to raise standards for learners of all abilities	✓		Application/ Interview
Strong understanding of school leadership and school improvement needed to achieve outstanding pupil progress and personal development	✓		Application/ Interview
Sound knowledge of the latest curriculum changes, underpinned by a clear understanding of the National Curriculum, leading to holistic learning experiences for children, encompassing both personal development and academic achievement	✓		Application/ Interview
Ability to demand ambitious standards for all learners and a determination to overcome disadvantage and ensure equality of opportunity	✓		Application/ Interview
Effective data analysis skills to identify good practice and opportunities for improvement	✓		Application/ Interview
Strong understanding of assessment strategies and the use of assessment to inform the next stages of learning	✓		Application/ Interview
Demonstrate a commitment to the safety and wellbeing of staff and children	✓		Application/ Interview

Knowledge, Skills and Qualities	E	D	
A detailed knowledge and understanding of current local and national educational issues and school systems	✓		Application/ Interview
Thorough knowledge of the OFSTED inspection framework and how this translates into school life	✓		Application/ Interview
A sound understanding and demonstrable commitment to safeguarding in all aspects of the school and for the whole school community	✓		App/Interview/ Reference
Good understanding of management functions including budgeting, finance, human resources, health and safety, risk management and marketing	✓		Interview/ Tasks
Knowledge and understanding of the education framework with the ability to ensure that the school systems, organisation, policies and processes are efficient and fit for purpose	✓		Interview
Ability to work closely with the local governing body and interface with the broader Trust Board	✓		Interview
Ability to use self-evaluation to devise and implement a clear strategic plan for ambitious school improvement in line with OWN Trust values	✓		Interview
Ability to forge productive and outward-facing links with external organisations and providers to enhance provision in the school and our Trust	✓		Interview

Personal Qualities	E	D	
Ability to enthuse, inspire, engage and lead all staff, enabling them to carry out their roles effectively	✓		Application/ Interview
Clear understanding of and commitment to the development of the OWN Trust values	✓		Interview
Ability to be a visible and proactive champion for OWN Trust, its vision and values, and lead staff in their understanding of the benefits of our Trust family	✓		Interview
Clarity of vision with the ability to communicate it in a compelling way	✓		Interview./Pres
Adaptable leadership style which encourages leadership from others and celebrates success	✓		Interview
Commitment to creating an ethos and culture where staff have a strong sense of accountability and are supported to develop their own skills and subject knowledge	✓		Application/ Interview
Sensitivity and wisdom in managing relationships with all stakeholders	✓		Interview
Exceptional interpersonal and communication skills with the capacity to influence at all levels	✓		Interview/ Presentation
High expectations of pupil achievement, conduct and behaviour	✓		Interview
Act as a positive role model who develops and sustains effective relationships with all stakeholders to support and enhance learning	✓		Interview
Commitment to collaborative working within the school and across the Trust	✓		Interview
Proven ability to lead by example with integrity, creativity, resilience and clarity, drawing on own skills and expertise and those of the team	✓		Interview
The drive and ability to manage change and to enthuse others in the process	✓		Interview
Personal commitment to champion anti-discrimination and diversity in all aspects of the school's work	✓		Interview

SUPPORT FOR NEW HEADTEACHERS

OWN Trust Board and the Local Governance Committee of the school recognise that new Headteachers will benefit from a suitable induction programme.

The Trust Leadership Group provides an automatic network of support, ensuring that no school leader within the Trust is working in isolation. There are regular opportunities for meeting colleagues and the Trust will also broker engagement with other colleagues outside of the Trust who have recently been appointed.



This is an informal system that is intended primarily as a supportive contact without the need for reports or feedback. This may also result in wider networks and opportunities to engage with both new and experienced headteachers outside of the Trust as part of the Trust's School Partnership Programme initiative. The Headteacher performance review system, based on reviewee led objectives includes regular opportunities for coaching and discussion with the CEO.

In the first term, the Headteacher will have access to an early introductory meeting with the CEO, who will make contact to arrange this visit and will outline the support available from the Trust. The meeting will consider support that is available for both professional needs and for wellbeing, as well as access to any CPD needs.

The list is not intended to be prescriptive or exhaustive, but the following provision may be made available or will be supported:

- Access to the Employee Assistance Programme, provided by Education Support (confidential support and guidance, 24/7, 365 days a year);
- Provision for professional counselling via the school budget, approved by Trustees;
- Formal mentoring from within the Trust or through our partnership network;
- Access to a strong local cluster of headteachers;
- Access to either peer support or professional supervision through the Education Support School Leaders' Service (dependent on successful application).

The DfE also licenses regional institutions to deliver school leadership training, including the National Professional Qualification for Headship. Visit:

<https://professional-development-for-teachers-leaders.education.gov.uk/headship>

In our region, Cambridgeshire and Peterborough Teaching School Hub is accredited to run this qualification:

<https://www.cptshn.co.uk/>