

Headteacher Application Pack June 2024



**Southfields
Primary School**



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Welcome from the Chair of Governors

Dear Applicant

We are delighted that you are considering applying to lead the team at Southfields Primary School. We hope that you will find the contents of this application pack informative about the school and the next Headteacher's role. This vacancy has arisen following the retirement of our longstanding Headteacher after a quarter of a century of exemplary service to our local community.

I believe in Southfields and its team of teachers, teaching assistants, support staff and Governors, who deliver an amazing inclusive culture and a stimulating educational environment, which gives all of our children the opportunity to reach their potential and beyond.

We want a leader who will take our school forward with an overriding commitment to the quality of our children's education now and for the future. The new Headteacher will need a high level of interpersonal skills to manage a large staff effectively, and continue an excellent existing relationship with our parents and wider community.

Much is written and said about the relationship between the Headteacher and their leadership team and the Governing Board, and it usually includes the word 'challenge'. I prefer to view the relationship as an open and honest collaboration wherein individual responsibilities and accountabilities are supported and respected.

This pack provides a taste of the school's activities and character that can be supplemented by visiting our school website at

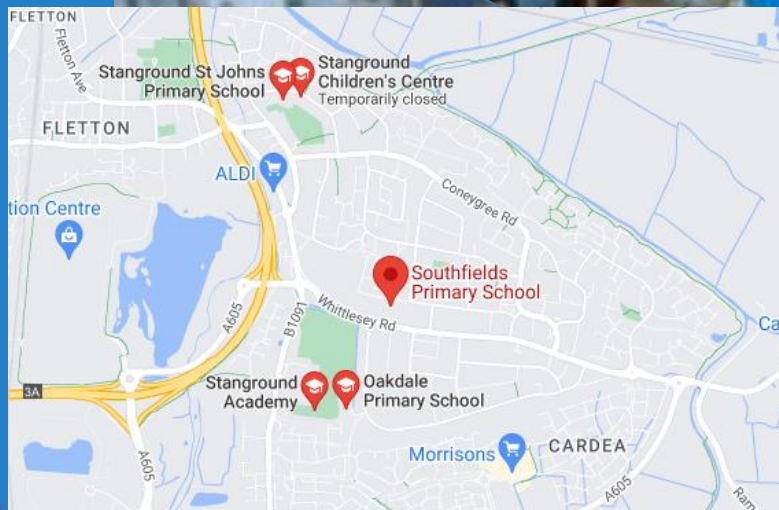
<https://www.southfieldsprimary.co.uk/>

I am also happy to receive informal enquiries regarding the post via johndurance@southfields.peterborough.sch.uk

Many thanks for your interest. We look forward to meeting you.

John Durance
Chair of Governors





Key Information

- ❖ Southfields Primary School, Southfields Estate, Stanground, Peterborough, PE2 8PU
- ❖ Website: <https://www.southfieldsprimary.co.uk/>
- ❖ URN 110691
- ❖ DfE number 874/2223
- ❖ Pay Range: Leadership L21-27
- ❖ Start: April 2025 or January 2025 for the right candidate
- ❖ Applications close: Monday 30th September 2024 at 12 noon; visits to the school are positively welcomed
- ❖ Assessment / Interview dates: w/c 14th October 2024
- ❖ Parking is available on the school site



About Southfields

Our children are not statistics: they are the future. We endeavour to equip them with excellent communication skills and a wealth of knowledge to shape the world around them so that they become happy, confident, articulate and productive members of society.

The school endeavours to:

- ❖ Ensure that all children are taught to communicate well in a variety of different ways.
- ❖ Ensure that all children access an exciting, innovative curriculum with clear implementation which results in automaticity of knowledge which can be applied well.
- ❖ Create an interesting and stimulating environment which reflects our values, promotes a sense of community and an individual sense of self-worth.



About Southfields cont.

- ❖ Provide a differentiated curriculum which will enable all children, from the most able to those with special educational needs, to make outstanding progress.
- ❖ Enable our children to develop life skills for an ever-changing world, by continually evolving the curriculum.
- ❖ Promote social, cultural, moral and spiritual development, preparing children to be responsible citizens who have a good understanding of British values.
- ❖ Encourage partnerships with families which foster positive links with the community.
- ❖ Provide opportunities for children to develop independent enquiring minds and an enthusiasm for learning.
- ❖ Promote an understanding of the responsibility to sustain the local and global environment.
- ❖ Diminish the difference in achievement between disadvantaged children and their more advantaged peers.



Centre of Excellence for Speech, Language and Communication Needs (The Hub)

We are a Centre of Excellence for Speech, Language and Communication Needs. As such, SLCN is prioritised across all aspects of school life, within all lessons and throughout the day. We love to share our practice as widely as we can and welcome visitors from other schools and settings to see us at work, to loan resources, and to receive bespoke support. We lead twice termly hub training for the local authority as well as many bespoke training events in other schools and settings, in order to raise awareness and improve opportunities across the City and beyond for those with SLCNs. We are actively involved in working party groups and prioritise our own training to keep up to date with any new developments. We are trained in Elklan at level 4, Makaton level 4 and Makaton Safeguarding, PECS, Attention Autism and TACPAC.

Additionally we offer hub places to high needs children with SLCNs who receive a bespoke curriculum to meet their needs. Indeed, any high needs child with SLCNs receives interventions and teaching to match their key areas of need, whether they have a hub place or not. We currently have children in school who are pre-verbal, have a DLD diagnosis, speech sounds difficulties, cleft palate, and ASD diagnosis amongst many other additional needs. All are very welcome here.



Ofsted

Southfields was last inspected in **September 2019** with a Monitoring Visit in November 2020. The report is available on the school website along with previous inspection reports on the Ofsted website.

- ❖ *"Pupils are happy and enjoy coming to school. Adults care about their pupils and pupils are friendly and considerate to each other."*
- ❖ *"Adults play and talk with pupils outside at break times. Pupils are cheerful as they play together."*
- ❖ *"Pupils trust the adults in the school."*
- ❖ *"Pupils grow in confidence in this school. Teachers encourage them to read lots of books and they often read to pupils in class."*
- ❖ *"This school wants pupils to be knowledgeable and confident. Teachers almost always plan pupils' work so that it is right for them."*

Ofsted report: **GOOD**



Southfields by Numbers

❖ Leadership Team:

- ❖ 1 Headteacher
- ❖ 2 Deputy Headteachers
- ❖ 7 Year Leads (teaching)
- ❖ 1 DSL (plus 4 Deputy DSLs)
- ❖ 5 SENDCos
- ❖ Subject Leads

❖ Numbers of staff:

- ❖ 25 teachers (including 3 ECTs)
- ❖ 2 unqualified teachers
- ❖ 3 HLTAs
- ❖ 28 TAs
- ❖ 2 nurture therapists
- ❖ 2 counsellors
- ❖ 2 members of The Hub
- ❖ 1 Speech and Language Therapist
- ❖ 7 members of the admin team (including EHA Lead Practitioner, School Business Manager, PA to the Headteacher, and 4 admin staff)
- ❖ 5 catering staff
- ❖ 1 site manager
- ❖ 9 cleaners
- ❖ 3 before/after school club members



Southfields by Numbers

25.4%
SEND

32%
PP/FSM

33%
EAL

4-11yrs

Age Range

3 form entry

PAN 630

589

Number
on Roll



Maintained

Type of School



Letter from the Children

We would like to help our Governors find a Headteacher for our school. We are loveable children who need a kind, funny, clever, fair and patient Headteacher who has high expectations of themselves and us.

We would like someone who enjoys coming to school every day and loves spending time with us. We believe in kindness and the positive power of communication.

Our teachers believe that our opinions count. We have a great school council which provides us with a positive voice in the school community. We would like our new Headteacher to have fun with us, make us work hard, and take an interest in us, as well as support trips, visits and residential to interesting places. We love our school assemblies and celebrating achievements.

We want to learn and try really hard at school, so we want someone who will expect the best from us, as well as support us to learn in creative and exciting ways. We love our books and learning to communicate in Makaton. In return we will make you smile; we will make you happy with our little notes, pictures and 'special homemade gifts', and make you proud.

In short, we want a very cool rock star with super powers who can also communicate in Makaton!

We look forward to meeting you soon,
The Children of Southfields xxx



Our new Headteacher

We are looking to appoint a new Headteacher who can inspire and motivate our hard working and dedicated staff team, and continue to deliver the best for our pupils.

You will bring:

- ❖ The ability to work closely with the Governors to share their vision, commitment and passion to move the whole school forward whilst supporting our values of kindness and communication.
- ❖ The ability to lead the school's strategic development as well as mentor, coach and work alongside colleagues to ensure a diverse and high quality of education provision always focussed upon the needs and interests of our children.
- ❖ A kind, resilient, energetic, determined, ambitious and professional leader able to inspire, enthuse and empower others.
- ❖ An ability to undertake focused and objective school self-evaluation, set priorities for improvement, and lead projects and initiatives based upon expert knowledge and external developments in education practice.
- ❖ An affinity with children with diverse special needs and a commitment to work with our school community to offer them the best possible care, support and opportunity.
- ❖ A proven high quality classroom practitioner and leader.
- ❖ Strong interpersonal skills enabling effective management of a total school staff in excess of one hundred



Job Description

At Southfields Primary School, our staff are mutually supportive and work according to school policies under the direction of the Governing Body and Headteacher. Every member of staff in the school is responsible for promoting and safeguarding the welfare of pupils that they are responsible for or comes into contact with.

Accountability

- The Headteacher will be accountable to the Governing Body.
- Ensure excellent and thorough preparation for Ofsted inspections.
- Collate and analyse school improvement data for presentation to staff, Governors and Ofsted. Report to the Governing Body committee and attend Governing Body meetings.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school (KCSIE Annex C).

Qualities

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.



Job Description cont.

Duties and responsibilities

1. School culture and behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built upon rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

2. Teaching, curriculum and assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, with all evaluation based upon robust evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum which is appropriate for all children at the relevant stage of their learning journeys
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read



Job Description cont.

3. Additional and special educational needs (SEN) and disabilities

The Headteacher will:

- Promote a culture and style of practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure that the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Ensure that the school fulfils statutory duties regarding the SEND Code of Practice

4. Managing the school

The Headteacher will:

- Allocate financial and other resources efficiently and effectively, reporting regularly to the Governors
- Ensure staff and pupils' health, safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk

5. Professional development

The Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Ensure that professional development opportunities draw on experts both within and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members



Job Description cont.

6. Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility for their objectives and development
- Ensure that staff understand their professional responsibilities and are held to account effectively so as to bring about continuous improvement
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Variation

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Governing Body in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Governing Body reserves the right to make changes in the job description



Person Specification

This Person Specification sets out the many and varied qualities that we as the Governing Board are looking for in our new Headteacher. We will be appointing a dynamic Headteacher who can, in partnership with the staff, parents/carers, pupils and the wider community, develop and secure a shared vision that promotes excellence in all areas of school life. Our new Headteacher, in partnership with the Governing Board, staff and parents/carers, will provide professional leadership, vision and management across the school.

Factor	Criteria	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS)	E	
	Evidence of continuous and further professional development, particularly in areas of leadership and management e.g. NPQSL	E	
	Theory and Practice of Nurture Principles to Post Graduate level		D
	National Professional Qualification for Headship (NPQH) or commitment to continue as part of CPD from January 2025	E	
	Designated Safeguarding Lead (DSL)		D
Experience	Evidence of effective teaching, assessment and target setting in a primary school	E	
	Confident, effective teacher who can work collaboratively, model outstanding lessons and support staff to improve their own teaching and learning through demonstrating high standards	E	
	Confidence to speak publicly to large groups of stakeholders as well as the ability to showcase the school's best practice	E	
	An excellent understanding of the primary curriculum across all Key Stages including the Foundation Stage	E	
	Experience of working in more than one school	E	
	Successful and substantial leadership and management as Headteacher, Deputy Headteacher or Assistant Headteacher with primary aged children in Good or Outstanding schools	E	
	Evidence of successful implementation of strategies to improve teaching and learning to raise standards across the school	E	
	Evidence of managing or making a substantial contribution to the management of change	E	
	Evidence of successful line management and staff development/training including managing underperformance	E	
	Experience in recruiting staff and a good understanding of Safer Recruitment processes	E	
	Experience of SEND processes including OAP and supporting a SENCO with developing the provision in school so the children overcome barriers to learning	E	
	Experience and/or good understanding of Speech and Language Hubs and demonstrable commitment to supporting our Centre of Excellence for Speech, Language and Communication Needs		D
	Good understanding and/or experience of speech, language and communication needs with the ability to embed principles in learning (Elklan), pre-verbal and non-verbal communication (Makaton, PECS), and high-quality oracy education (Voice 21)		D



Person Specification cont.

Factor	Criteria	Essential	Desirable
Management and Leadership Skills	Leads by example with integrity, inspiration, resilience and creativity; drawing on their own experience and skills of staff and Governors	E	
	Effective IT skills and can use data analysis to implement strategies for school development and for the improvement of the quality of teaching and learning for all pupils	E	
	Understands high-quality teaching and the ability to model this for others and support others to improve	E	
	Ability to articulate a clear vision of how to take the school forward, building upon existing strengths and previous OFSTED outcomes	E	
	Knowledge of Ofsted requirements and working methods preferably gained through an Ofsted inspection	E	
	An effective decision maker and can implement and monitor policies and practice	E	
	Can build strong relationships with colleagues, other schools and the wider community.	E	
	Demonstrates that they have successfully managed a team and can show how these skills have improved the quality of teaching and learning through effective delegation	E	
	Experience of effective and efficient financial planning and budget management to ensure best value for money	E	
	Ability to continue and further develop the wider curriculum in order to nurture the "whole child"	E	
	Committed to collaborative working with all stakeholders both in and beyond the school, particularly with reference to the school as an integral part of the wider community	E	
	Experience of working with a Governing Board and can demonstrate an understanding of the shared collaborative working that this entails, welcoming support and challenge from the Governors, and actively supporting the Governors to deliver their functions effectively	E	
Personal Skills and Attributes	Dedicated, child centred, approachable, visible and with a sense of humour	E	
	Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	E	
	Leads by example, holding and articulating clear values and moral purpose, focusing on providing excellent educational opportunities and outcomes for all pupils	E	
	Excellent communication and interpersonal skills with the ability to motivate, inspire and mentor others by fostering a productive and collaborative working environment	E	
	Demonstrates enthusiasm and inspires colleagues with creativity and innovation	E	
	The ability to provide a caring, high quality and inspiring learning environment	E	
	Demonstrates sound judgement and is proactive in the management of problems	E	
	High expectations of behaviour and an awareness of how this enables pupils to reach their full potential	E	
	Shows an ability to celebrate success	E	
	Demonstrates commitment, reliability and integrity	E	
	Shows sensitivity to the needs and wellbeing of each child, the staff and parents/carers	E	
	Recognises the role that parents/carers play as partners in helping children to succeed and thrive	E	
	Demonstrates a commitment to equality of opportunity, diversity and social inclusion	E	
	Demonstrates the ability to foster an open and fair culture	E	
	Demonstrates commitment to providing an appropriate work/life balance for the staff and themselves	E	
	Can demonstrate effective time management skills and the ability to work under pressure to deadlines	E	





Safeguarding and Equality

- ❖ Southfields Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to enhanced DBS and other safeguarding checks.
- ❖ Equality, diversity and inclusion are at the heart of everything we do, and we pride ourselves on being an equal opportunities employer. We welcome applications from all suitably qualified individuals and value diversity in our community.



About Peterborough

- ❖ Peterborough, commonly known as the City of Peterborough, is a unitary authority district with city status in the ceremonial county of Cambridgeshire, England.
- ❖ The area is named after its largest settlement, Peterborough, but also covers a wider area of outlying villages and hamlets.
- ❖ The district's area covers parts of the historic counties of Northamptonshire and Huntingdonshire, as well as a small part of Cambridgeshire.
- ❖ In 1965, the area became part of the short-lived county of Huntingdon & Peterborough before becoming a district of Cambridgeshire in 1974. Located in the East Anglia region of England, the area borders the surrounding counties of Lincolnshire and Northamptonshire.
- ❖ The population of the city is 217,705 (2022) making it the second-largest district by population in East Anglia (after Norwich)
- ❖ The city and surrounding areas contains many notable attractions and landmarks including Peterborough Cathedral, Burghley House, Nene Valley Railway, Longthorpe Tower, Ferry Meadows and Flag Fen



Application Process

- ❖ An application pack and the application forms are available from the [school website](#), EPM vacancies, and Gov.uk Teaching Vacancies
- ❖ **School visit dates:** Thursday 5th September 1:30 – 3:00pm or Friday 6th September 2024 10.00am – 12.00pm – please email clairedale@southfields.peterborough.sch.uk to register for a visit.
- ❖ **Application Form:** Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to prepare you for headship.
- ❖ **Person Specification and Personal Statement:** When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.
- ❖ **References:** Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your current/last Headteacher or Chair of Governors.



The background of the slide features a collage of four photographs showing school garden activities. The top-left photo shows a garden with raised beds, a small wooden structure, and a large wheelbarrow. The top-right photo shows a person working in a garden. The bottom-left photo shows a person working in a garden. The bottom-right photo shows a person working in a garden.

Application Process cont.

- ❖ Applicants must submit their completed application form and personal statement to the Clerk to the Governors by 12:00pm on Monday 30th September 2024 via clairedale@southfields.peterborough.sch.uk
- ❖ Assessment days and Interviews with a panel of Governors and advisors will be in w/c 14th October 2024.
- ❖ Only applicants successful after Day 1 activities will be invited to Day 2 and the interviews.
- ❖ The new Headteacher will be expected to take up the post either in January 2025 or April 2025.



Application Timeline

Applications open: Friday 28th June 2024



Applications close: Monday 30th September 2024



Shortlisting: Friday 4th October 2024

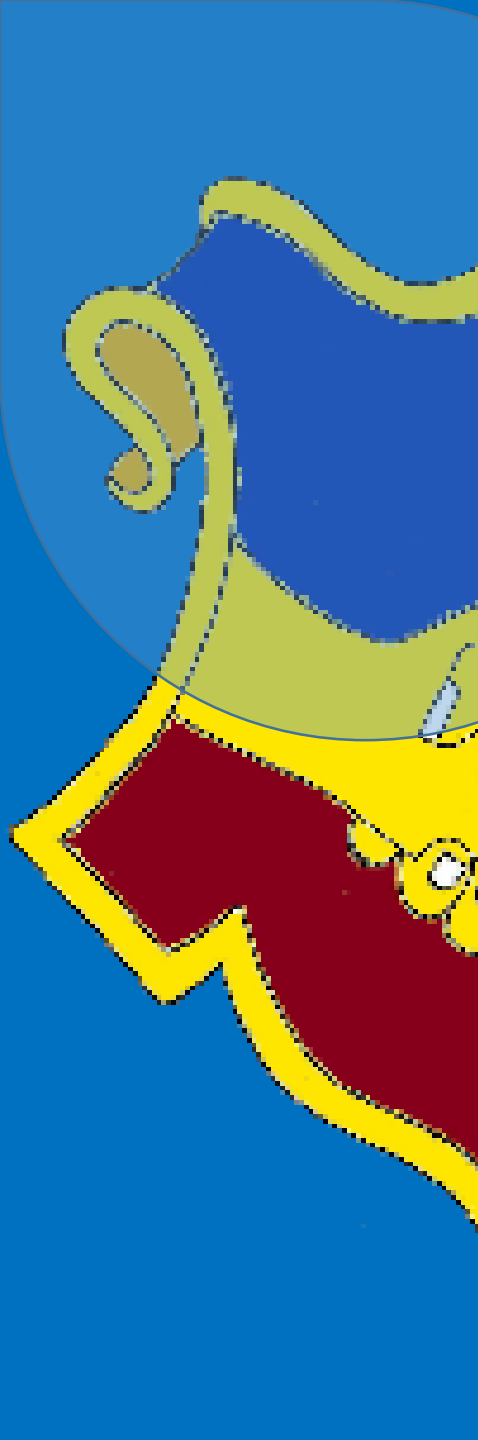


Invitation to interview: Monday 7th October 2024



Assessment/Interviews: w/c 14th October 2024





Thank you for your interest
in the role of Headteacher at
Southfields Primary School

Candidate Pack June 2024