

HEADTEACHER RECRUITMENT PACK

July 2022



“Pupils at St Philip’s are happy and confident learners.”

“The school’s values of ‘safe-caring-positive’ underpin all activity in school.”

“Teachers support all pupils to get involved and achieve their best.”

Ofsted Report, November 2021





Letter from the Co-Chairs of Governors

Dear Applicant

We are delighted that you are considering applying to lead the team at St Philip's Church of England (Voluntary Aided) Primary School. We hope that you will find the contents of this application pack informative about the school and the next Head's role. We recognise how important this role is to our school's ethos and success, as well as to developing the school's character.

St Philip's has a PAN of 315 pupils, but a roll of currently 266 (due to rise in September). The school has a long tradition of serving the local Romsey Town community and strong links with the local parish church of St Philip's.

After a period of difficulties, much has been achieved in recent years by our hard-working staff and leadership, resulting in a 'Good' rating by Ofsted early this year. We recognise that there is still much to do and seek a Headteacher who will work with the governors to enable our committed staff to give of their best through the next phase of our journey. Our focus always is to provide the best outcomes possible for the children and give them a solid and rounded grounding for all aspects of their future lives. We are also determined to make sure all our staff are supported and nurtured, and our new Headteacher will be essential to building a rigorous yet compassionate culture.

We want a leader who, sharing a clear vision for St Philip's, will build our dedicated staff team, working and communicating successfully with staff, children, parents, carers, governors and other members of the community. We recognise leadership can be a lonely place so the governors aim to work closely with and support the appointed headteacher in this challenging role, together with the established support and development opportunities offered by the Local Authority and the Diocese.

We are proud of recent progress in core subjects, and taking this forward is one priority, whilst yet giving full attention to the broader curriculum, including creative arts. We wish to build on the pupils' good behaviour and positive attitudes. As a church school, Christian values are central to our purpose and vision. Our last SIAMS inspection was in 2015 so we are expecting one in the new academic year. Our new Head will lead St Philip's School in providing an outstanding education throughout the school while ensuring the continuation of our distinctive Christian ethos.

This pack provides a taste of the school's activities and character that can be supplemented by visiting our school website at <https://www.stphilips.cambs.sch.uk/>. We are also happy to receive informal enquiries regarding the post via chair@stphilips.cambs.sch.uk.

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

Andrew MacLellan and Seb Falk
Co-Chairs of Governors

ABOUT ST PHILIP'S PRIMARY SCHOOL

Vision and Values

At St Philip's, our Christian values reflect our respect and support of everyone within our caring community. We nurture children to be independent, inquisitive learners with high aspirations who through resilience will live life to its fullness. We strive for every pupil to prosper and have hope for their future.

Our Aims

At St Philip's, all children will:

- Be respectful of themselves, others and their environment
- Feel safe, loved and valued
- Be caring and compassionate to all
- Show positivity, endurance and develop resilience to overcome barriers
- Treasure their learning journey and experiences at St Philip's

St Philip's CE (VA) Primary School seeks to create an inclusive and caring learning environment underpinned by our core values. **Our aim** is to teach pupils to act in a **caring, positive and safe manner** in accordance with our values of hope, wisdom, compassion, forgiveness, endurance and community.



Organisation

The school has a pupil admission number of 45 per year group. In recent years there have been around 300 pupils on roll; after a more recent dip in entrants the current roll is 266, but this is rising again.

St Philip's serves the diverse Cambridge community. 31% of our pupils have English as an additional language, 31% are in receipt of Pupil Premium funding, and 18% are on the SEN register, of whom 10% have an EHCP.

In the 2021/22 academic year there is one Reception class, three classes in Key Stage 1 (one mixed-year), three lower Key Stage 2 (one mixed-year), and three upper KS2 (one mixed-year).

To meet the needs of busy working local families, we have recently established an all-day Pre-school, in place of the previous half-day maintained nursery; this currently has 30 children on roll. In addition, we have set up an internal wrap-around care service for before and after school, with 55 children on roll. Both are run by the school and enable integrated care and support, while providing an environment that enhances their experience.



Teachers work closely together and are well supported by a strong team of teaching assistants, play workers, midday assistants and office staff. We have a committed group of governors with a range of experience, who work collaboratively with the Senior Leadership Team.

The SLT currently includes a Deputy Headteacher, two Assistant Headteachers (one of whom is the SENCO), and an additional teacher seconded to the Leadership Team for 2022-23. There is also a strong tier of middle leaders, who organise and support the work of phase teams.



Our location and community

St Philip's serves the vibrant community of Romsey Town, in the thriving city of Cambridge. Cambridge is a hugely exciting place to live, full of opportunities for social, cultural and sporting activities. It has all the benefits of a city, but is compact, with plenty of green space. Transport connections are good, with trains to London taking 50 minutes.

Within the city, the ward of Romsey has a special character. Largely laid out in the Victorian era to support the nearby Cambridge railway station, it has an exceptionally strong community, and is growing as former industrial sites along the railway are converted into high quality housing

developments for Cambridge's burgeoning population. Through the ward runs Mill Road, well known within Cambridge and beyond as a culturally rich street full of attractive shops and places to eat and drink.



On Mill Road itself is St Philip's Church, closely linked to the school and one of several churches serving the local community. Between the church and the school is Romsey Recreation Ground, a popular park where many of our pupils play after school and where the school and PTA hold sports days and community events. Among the newest additions to Mill Road, just around the corner from the school, is the Cambridge Mosque, winner of several awards for its stunning architecture and sustainability.

On the other side of the school is Coldham's Common, with extensive green space including woodland, sports pitches, a community farm, and, on the far side, the Cambridge United football ground. The Chisholm Trail, a new walking and cycling route connecting the north and south of the city, passes close to the school.

Our buildings and facilities

The school occupies an enclosed site down a quiet driveway opposite Romsey Recreation Ground, and is surrounded by residential premises and allotments. The school buildings date from the 1980s, with an extension to provide three additional classrooms and an enlarged staff room built in 2006. A project to provide a further extension and remodelling of existing space is in development.

At the heart of the school is the large hall, which adjoins an attractive covered courtyard, onto which many of the classrooms open. The Reception and Pre-School children have their own wing, with a calm, beautifully equipped play area full of opportunities to develop physical skills and enjoy nature.



There is a large general playground, with a trim trail, football goals and other equipment, which has recently been enhanced by the addition of planters, inaugurated by the city's mayor. A major redevelopment of the playground, partly funded by the PTA, is being planned.

Curriculum

The Ofsted inspectors in November 2021 praised the school's 'ambitious and relevant curriculum'. The core subjects are rigorously and creatively taught, with a recent reform of the phonics programme yielding good results. Pupils are encouraged to practise metacognition, using the Learning Pit approach to begin to take ownership of their own learning.

The school has recently been awarded the Primary Science Quality Mark, and pupils enjoy devising and carrying out experiments. With many opportunities to see and do science in the Cambridge area, we have been happy to welcome parents in to the school to explain their work and enthuse pupils in science.



Each subject is championed by a leader who ensures that the curriculum is up-to-date and effectively resourced, and who supports the teaching team in its delivery. The school is focused on pupils' personal development, and the PSHCE programme is augmented by termly Values Days, where pupils learn in varied ways about looking after themselves and others in society. They are also encouraged and supported to make their voices heard through the School Council.

Pupils engage in a range of creative opportunities, both woven into the curriculum and available as extra-curricular clubs at lunchtimes or after school. Clubs range from musical theatre to taekwondo, archery to art. Many clubs are free, staffed by parents and other volunteers, and we are keen to welcome more volunteers into the school, as well as to ensure that creative opportunities are as broad and rich as possible.

Church Schools of Cambridge

St Philip's is one of four C of E primary schools owned by the Church Schools of Cambridge trust (CSoC); the Trust also has a quarter share in the St Bede's secondary school. First founded around 1703, the Trust's vision is to "grow Christian environments where children can learn and flourish." St Philip's and two others are currently local-authority-maintained Voluntary Aided schools and the fourth is an academy, part of the diocesan multi-academy trust.



The Trust owns the land and school buildings. It is financially strong and not only supports the maintenance and development of the fabric of the school, but also provides additional grants to support pupil needs, staff and leadership development, and special initiatives. It supports the RE curriculum with workshops, exhibitions and materials. St Philip's has benefited from the Trust by over £100,000 in the last four years. For more information see the Trust's website: www.csoc.org.uk.

The Trust appoints half of the school's Foundation Governors. The other half are appointed by the Diocese of Ely, which also supports the school through the Diocesan Board of Education. Other non-Foundation governors represent parents, staff and the local authority.

Parental involvement

St Philip's encourages parents to be actively involved in their children's education, and in the wider life of the school. Parents are welcomed in as volunteers, running clubs and supporting school trips. After a difficult period during COVID when many parents were less able to access the school, we are working hard to open more conversations, provide more information, and encourage parents to be more involved in the life of the school.

There is an active PTA, which aims to build relationships between parents, teachers and other community members. It campaigns to raise funds to support school events and equipment, and has successfully bid for external funding. It also organises regular and popular events such as fetes, bake sales and fun runs.



Additional sources of support

No Headteacher should feel alone in shouldering the burden of leadership, and you would benefit from multiple sources of support at St Philip's. The CSoC Heads meet regularly, and are supported by a Diocesan Regional Advisor, who visits the school at least once each term. CSoC has also provided grants for coaching and leadership development. In addition, the school receives advice and support from Cambridgeshire County Council, which includes extensive opportunities for professional development and training, including "New to Headship" training, alongside more general wellbeing and mental health support.

There is a strong Headteacher community in the area, with schools organised in clusters. St Philip's is part of the "Schools South of the River" cluster; its Headteachers meet on a regular basis, and one of them represents the cluster on the Cambridge Primary Headteachers' Forum. There are termly conferences for all Headteachers within Cambridgeshire.

Above all, a strong and committed team of governors will support you throughout your time at St Philip's.

WHAT OUR COMMUNITY IS LOOKING FOR

We asked pupils, staff and parents/carers what qualities and strengths they would like to see in our new Headteacher:

Pupil voices



- Kind, understanding and helpful
- Listening to everyone
- Open-minded
- Good sense of humour
- Creative
- Willing to do lots for our school
- Organised
- Experienced and talented
- Calm if someone is naughty
- Clear and has a loud voice!



Staff voices



- A strong leader with vision and a contagious passion for primary education
- Models Christian values
- Able to motivate, understand and encourage staff
- A good teacher who loves the process of learning/curriculum & wants to be involved in it
- Firm but fair; sets reasonable expectations while being empathetic about workload
- A planner who thinks ahead and communicates decisions effectively
- Someone with knowledge of and interest in all year groups, who cares about school improvement
- Approachable, caring & fair to all staff & children
- Nurturing, compassionate and down-to-earth
- Draws on and values the experience, skills and hard work of all staff
- Values working together as a team



Parent voices



- An imaginative, energetic, compassionate leader
- A role model for the other teachers, who looks after staff and creates a sense of permanence & structure
- Has a sense of purpose balanced by collaboration and approachability
- Visible to parents and children
- Sensitive and understanding; looks after children & staff and engages with parents
- Ensures that parents know what is happening in their children's lives & understand what opportunities are available to them
- Ensures that the school is efficiently & effectively run, maintaining & taking forward high-quality wraparound care & pre-school provision
- Focused not just on children's results, but on growing well-rounded people
- Ambitious in terms of the academic teaching of the kids but also focused on broader aspects including the creative side
- Willingness to get involved in the life of the wider community, including working with the PTA
- Ensures the school truly serves children & families of all faiths & none



JOB DESCRIPTION

Position: Headteacher of St Philip's Church of England (VA) Primary School

Contract: Full-time, permanent

Responsible to: Governing Body

Salary: Group 2: L15–L22

Start date: January 2023

CORE RESPONSIBILITIES

1. To provide outstanding professional **leadership** and **management** for St Philip's Primary School.
2. To ensure the highest possible quality and breadth of **education** for our children.
3. To manage **teaching and learning** as the school's lead professional.
4. To ensure the learning **environment** is safe, productive and inspiring for children and staff.
5. To strengthen relationships and build partnerships with **parents, carers and the local community**.
6. To work effectively with the **governing body**, providing accountability and driving the school forward.
7. To promote **equality** of opportunity for all children and families, respecting **diversity** and ensuring that all members of the school community feel safe and welcome.
8. To advance the school's distinctive **Christian character**.

Leadership and management

The Headteacher will work effectively with the Senior Leadership Team, staff and governors, to:

1. set the school's strategic direction, maintaining a constant drive for school improvement
2. recruit, retain and deploy high quality staff appropriately for the school's vision and aims
3. manage staff fairly and effectively, ensuring that all staff are supported, valued and motivated to develop their skills, work as a team and dedicate their talents to the school's success
4. ensure school buildings and facilities are maintained and developed to meet the school's needs
5. working with the School Business Manager, set and monitor budgets, and manage the school's financial resources appropriately to meet the school's needs and secure its long-term stability
6. provide strong, values-driven leadership that welcomes diverse views, both offers and accepts challenge, and delegates effectively
7. model and motivate the whole school community to meet high behaviour standards that support staff and children's safety, wellbeing, and learning.
8. lead by example while remaining fully approachable and visible across the school

The curriculum and teaching & learning

The Headteacher will be responsible for developing and maintaining a rich curriculum, and ensuring high standards of teaching and learning, so that every child can reach their full potential. This will include:

1. overseeing the curriculum to ensure that it is purposeful, ambitious and inclusive, responding to the needs of different cohorts and engaging children in the love of learning
2. monitoring and evaluating the quality of teaching, using effective appraisal mechanisms to ensure that teaching is of the highest quality right across the curriculum

3. monitoring pupils' learning and progress, using targets and data as appropriate to improve attainment for all children
4. developing a curriculum in which core and non-core subjects are supported and resourced to provide pupils with a rich education
5. ensuring that PPG and SEND children are fully supported, monitoring progress and implementing interventions where necessary to ensure that all children can access education and make progress
6. ensuring that all pupils are supported and stretched appropriately and find learning both enjoyable and challenging
7. making a rich and varied educational experience available to all pupils, including a variety of extra-curricular opportunities

Community

The Headteacher will show the highest standards in representing the school to all individuals and groups within and outside the school. This will include:

1. working closely with parents and carers, ensuring that they are kept informed of their children's progress, feel included in the school community, and are supported to work with the school in pupils' best interests
2. increasing and enhancing opportunities for parents and carers to be involved in the life of the school, including volunteering
3. working closely with parent/carer groups, particularly the PTA, in the school's best interests
4. establishing and maintaining partnerships with other local schools, including the other church schools belonging to the Church Schools of Cambridge (CSoC) trust, to share and maximise best practice and support pupils' smooth transitions from nursery and onwards to secondary school
5. developing links with the local community and wider city in order to cement the school's place at the heart of the community and maximise the educational opportunities on offer to pupils
6. promoting an honest and positive image of the school, supporting parent choice and providing information through the school website and social media

Accountability, governance, and respect

The Headteacher will be accountable to internal stakeholders and external agencies for the school and its work. In particular, they should:

1. ensure that the school is fully compliant with all its legal responsibilities, particularly those concerning the safety of staff and pupils
2. present a coherent and accurate account of the school's performance as appropriate for varied audiences, including the school governors, parents, the local authority, local community and Ofsted
3. work positively and in a timely fashion with the governing body to monitor performance, drive improvement and implement the school's vision
4. work in partnership with St Philip's Church, CSoC, the diocese of Ely and the local education authority
5. work with unions or other employee representatives as appropriate
6. show respect, consistency, clarity and attention to correct procedures in all decisions and dealings with staff, pupils, parents/carers and the wider community
7. create conditions in which pupils, staff and the school community feel free to speak up and be heard if they have concerns or ideas for improvement
8. model the school's vision, Christian values and ethos at all times

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Qualified teacher status	X	
National Professional Qualification for Headship (NPQH)		X
Commitment to ongoing professional development, covering leadership/management, curriculum development and teaching & learning	X	
Experience		
Record of successful teaching in primary school settings	X	
Senior leadership experience as a Headteacher, interim Head or Deputy Head	X	
Experience of recruiting, managing, developing and retaining outstanding staff		X
Experience of leading teaching and learning across the primary age range, with a strong track record of raising outcomes, supported by data	X	
Experience of curriculum development to meet the changing needs of learners	X	
Experience of strategic financial and resource management		X
Have held lead responsibility for safeguarding/child protection		X
Experience of working with SEND children and understanding their needs	X	
Professional skills and knowledge		
Knowledge and understanding of statutory frameworks, current issues in education, relevant legislation, policies and codes of practice	X	
In-depth knowledge of the primary curriculum and pedagogy	X	
Knowledge and understanding of child welfare and safeguarding	X	
Knowledge of SEND needs, and managing systems of support	X	
Understanding of the tools and practices of successful behaviour management	X	
Strong people-management skills: able to hold staff to account for their professional conduct and practice, to inspire staff, to nurture and consolidate good practice, and to build a happy and successful team	X	
Outstanding written and oral communication skills: able to articulate the school's vision and values, and engage and inspire both children and adults	X	
Excellent organisational skills: able to prioritise and manage workload efficiently and delegate appropriately	X	
Ability to plan and maintain a safe and inspiring school site and buildings	X	
Ability to make sound financial decisions through clear understanding of budgets	X	
Appetite and ability to work in close partnership with governors	X	
Appetite and ability to work in partnership with a range of other stakeholders, including parents and members of the local community	X	
Personal qualities		
Leads by example, able to articulate and demonstrate the school's values	X	
Able to live out the distinctively Christian basis of the school in word and deed	X	
A practising Christian		X
Loves the process of learning and has a passion for educating the whole person	X	
Demands high standards of themselves and others	X	
Motivates and inspires others around them	X	
Demonstrates exemplary levels of personal integrity and fairness	X	
Capacity for and commitment to personal development; a reflective practitioner who is receptive and responsive to feedback	X	

APPLICATION AND SELECTION PROCESS

Prospective candidates are welcome to visit the school. This informal visit will not form part of the selection process. Visits will take place in the week beginning 5th September.

The Co-Chairs of Governors, Andrew MacLellan and Seb Falk, are happy to answer questions about the school (and can also put you in touch with the current Headteacher, Sally Allan, for any relevant enquiries). Please feel free to contact chair@stphilips.cambs.sch.uk to discuss the post or arrange a visit.

Closing date for applications: 9:00 a.m., Wednesday 14 September

Applications should consist of a **completed application form and a supporting letter**. (Please do not send a CV.) Your letter, of no more than 1000 words, should explain how you meet the person specification, and how you could use your skills and experience to continue the development of St Philip's Primary School.

Completed applications should be sent to headship@epm.co.uk.

Interview date: Friday 23 September

Candidates will be asked to take part in a variety of activities and to meet in various formal and informal contexts with pupils, staff and governors. Shortlisted candidates will receive further details in advance of the interview.

Contact details

St Philip's CE (VA) School, Vinery Way, Cambridge CB1 3DR

Tel: 01223 508707

Email: office@stphilips.cambs.sch.uk / chair@stphilips.cambs.sch.uk

Website: www.stphilips.cambs.sch.uk

School Data

Please follow the links below for our most recent inspection reports:

Ofsted Report (November 2021): <https://reports.ofsted.gov.uk/provider/21/110840>

SIAMS Report (2015) and self-evaluation (2022): <http://www.stphilips.cambs.sch.uk/SIAMS/>



St Philip's Primary School is an equal opportunities employer.

St Philip's Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo employment checks including an enhanced check from the Disclosure and Barring Service (DBS).

