

**WILLIAM WESTLEY
CHURCH OF ENGLAND
PRIMARY SCHOOL**



Headteacher Application Information Pack



List of Contents

• Letter from Chair of Governors	3
• Letter from Headteacher	4
• Our School	5
○ Location	6
○ Values and Ethos	7
○ Our School Values	8
○ Learning Environment	9
○ Staff	10
○ Working with others	11
○ The Diocese of Ely and its Church schools	12
○ Pupil Voices	13
• The Selection Process	14
• Who we are looking for	15
• Job Description	16
• Person Specification	17
• Support for New Headteachers	18

Our Mission Statement

“To strive for excellence by enabling our children to fulfil their true potential through a creative and challenging curriculum within a Christian environment.”

Letter from Chair of Governors

Dear Applicant

Welcome to William Westley Primary School

Thank you for taking the time to read this pack and explore the possibility of applying to be Headteacher at William Westley Primary School.

Our current Headteacher, Paul Bryant, is retiring after 24 years in the role. We are looking for someone who will build on his outstanding record of achievement by developing the school's existing strengths and nurturing its distinctive ethos while identifying opportunities to improve the school further in the coming years. We are seeking a committed, energetic and experienced leader who shares the school's vision and values and will work closely with children, staff and parents to ensure that William Westley is a thriving centre of excellence at the heart of the community.



The school is a vibrant and welcoming place where every member of the community is treated as a unique individual and is encouraged to achieve their best, irrespective of background or need. The staff work hard to promote a love of learning that stays with our pupils long after they have left William Westley. Parents tell us that they choose our school because of the exceptional quality of care that is shown for each child, the creative curriculum, and the warmth of the relationships that are cultivated across the school.

We are fortunate to have an unusually experienced, loyal, hardworking and dedicated team of staff who strive to develop both the personal and academic progress of the children and provide a caring environment in which pupils feel safe and valued. Staff are very supportive of one another, planning together, sharing information and ideas about best practice, and collaborating to ensure that our children receive not only the best teaching, but a diverse, engaging and ever-evolving curriculum. We offer a full programme of staff induction, and CPD is recognised and encouraged as an important part of maintaining and extending the school's overall skill-set.

William Westley pupils are highly motivated and are inspired to aim as high as possible in order to achieve their full potential. Academic outcomes are excellent, and behaviour is exemplary. Staff model the school's Christian values, which underpin everything that we do, and pupils throughout the school are encouraged to understand the importance of kindness, self-worth, positivity, self-control, respect, and celebration.

We recognise and value the benefit of a strong partnership between the school and parents/carers, and we work hard to ensure that communication between school and home is a priority. The parent body is very actively involved in the school, for example through attending (online) collective worship or by volunteering to help the Parent Teacher Association (PTA), who support the school's fundraising and social events.

Our highly-engaged governing body is comprised of a team of hardworking and committed individuals who are deeply supportive of the school and work closely with the Headteacher and staff to offer advice, strategic leadership, financial oversight, and to ensure effective governance and scrutiny.

William Westley is the heartbeat of the local community, and it inspires the utmost affection and loyalty in staff, children, parents, and governors. We hope that you are encouraged to apply for this unique opportunity. As the next Headteacher of William Westley, you would inherit a strong and talented team of staff, and you would be supported by a passionately committed Governing Body and engaged parents. Most importantly of all, you would have a school full of amazing children to help you succeed in this exciting role.

Jez Frost
Chair of Governors

Letter from Headteacher

Dear Applicant

I am so pleased that you have shown an interest in applying for the position of Headteacher at William Westley Church of England Primary School in Whittlesford. It has been a privilege to be in this post for the past 24 years, working with remarkable children and their incredibly supportive parents who have such a close involvement in the school. It was so pleasing that the Inspector at the last inspection commented that the “kind, caring and happy pupils are a credit to the school and community.”

William Westley is a flourishing school with a vibrant community atmosphere and strong Christian ethos. Our recent Church School Inspection graded the school as Outstanding, and a focal point of every day is the whole school coming together for Collective Worship. This has continued every day over the past twelve months with the majority of our pupils attending on a daily basis via Zoom. Our Friday Celebration Collective Worship has been joined by many family members and friends from many parts of the country and abroad. This daily coming-together has been the means of keeping our strong family unit together and connected. The support from our Church community and especially our Vicar has been a crucial factor in this.

The school prides itself on its academic success, and the creative curriculum was described by Ofsted as “lively, rich, and broad”. It is a curriculum where pupils “feel valued and are rightly proud of their learning and many successes.” The experienced staff are dedicated, conscientious, and go above and beyond in their work, and this has been even more evident over the past twelve months. Their main focus every day is the mental health and wellbeing of the children in their care, and a crucial aspect of this is their total commitment to working very closely with the parents of every child. The school environment is “vibrant and celebratory” with an emphasis on Art, Music and PE, taught both as part of the daily curriculum and as extra-curricular activities. Over recent years, the school has been highly successful in netball, football, cricket and gymnastics competitions.

The Governing Body was praised by Ofsted for being well informed and having “a wide range of skills and experiences and a good knowledge of the school.” They are totally involved in all areas of school life and staff greatly value their support in so many ways. William Westley is indeed fortunate to have such a committed Governing Body.

Teaching truly is the best job in the world and I cannot think of any more rewarding post than being the Headteacher of this remarkable school with its long history and tradition in the life of this community.

I wish you well in your application.

Paul Bryant
Headteacher



Our School

Our school takes its name from the founder of Whittlesford's first school, an eighteenth-century businessman who set up a trust to help educate young people, and is located in the village of Whittlesford in South Cambridgeshire.

Whittlesford is situated on the Granta branch of the River Cam and is just seven miles South of the City of Cambridge. The village has a population of approximately 1,200. Its railway station and close proximity to the M11 offer excellent access to London.

The school's official catchment area is the parish of Whittlesford, but we also have a significant number of pupils from adjoining parishes. There are currently 213 children on roll, divided into 7 classes. This figure fluctuates a little annually but we have remained close to a PAN of 30 in all year groups for a number of years. The vast majority of children from the school move to Sawston Village College in the neighbouring village of Sawston.

The school is located in an attractive, modern, purpose-built accommodation, set in extensive grounds close to the village green. The facilities have been upgraded and extended in the last few years to provide seven good-sized classrooms and additional spaces for group work.

William Westley is a Church of England school and shares an inclusive Christian ethos with the other schools in the Diocese of Ely.

We encourage all our pupils to achieve their full potential, both academically and creatively. Alongside this, we offer a strong moral framework which helps them to grow as honest, caring and thoughtful people: people who are able to work and play with others, who are confident in their own abilities and who have respect for those around them.

During our most recent Ofsted inspection in July 2019, the inspector was very impressed by the children's strong sense of social responsibility, and the report commented that "your kind, caring and happy pupils are a credit to the school and community." "Pupils' behaviour is delightful. They are polite and friendly towards each other and the adults who work with them. They listen carefully in their lessons and try hard to do their best."





"The leadership team has given considerable thought to how the curriculum can be both rich and broad. As a result, pupils experience many engaging activities that deepen their understanding of the world around them. Parents and carers appreciate the level of care and support that staff provide for their children. Parents warmly praise the school's sense of community and the warm welcome they receive. The overwhelming majority know that their children are happy at William Westley and would recommend the school to another parent."

(Ofsted 2019)

<https://reports.ofsted.gov.uk/provider/21/110795>



"The distinctiveness and effectiveness of William Westley as a Church of England school are outstanding"

"The School, through its distinctive Christian character, is outstanding at meeting the needs of all learners."

"The impact of collective worship on the school community is outstanding"

"The effectiveness of the leadership and management of the school as a church school is outstanding"

(SIAMS 2016)

<https://www.elyeducation.org/main/wp-content/uploads/2016/03/william-westley-vc-2016.pdf>



Aims and Ethos

'Children at the heart of our school; our school at the heart of the community.'

At William Westley School we strive for excellence in all we do by:

- Valuing the uniqueness of every child.
- Providing the highest quality teaching and learning, through a creative and challenging curriculum.
- Creating an environment where children will thrive.
- Valuing and celebrating the efforts of each child in order to develop their self-esteem.
- Developing constructive and supportive partnerships between home, school, the church and the wider community.

We encourage children to:

- Develop an enquiring mind and a desire for knowledge.
- Persevere and enjoy a challenge.
- Approach learning with excitement, curiosity and creativity.
- Show respect for themselves, others and their environment.
- Learn and work independently and collaboratively.
- Develop as honest, caring and thoughtful people with the courage to act upon their beliefs.
- Develop a clear sense of themselves as members of our community and develop an understanding of the attitudes of others.

Our School Values

At William Westley we have always promoted positive behaviours, attitudes and characteristics – often known as 'The William Westley Way'. This is embodied in our six school values which we promote and recognise in each class throughout the school:

- **Positivity**
- **Kindness**
- **Respect**
- **Self-worth**
- **Self-control**
- **Celebration**



What our Pupils, Parents, Staff and Governors say makes William Westley special:

There is empathy and understanding for staff members' individual circumstances which inspires loyalty and a desire to go above and beyond for the school

Visible demonstration of school values; the welfare of children always takes precedence

Feels like one big happy family

A caring community of dedicated professionals committed to nurturing our children

Because everybody is nice

A pleasant, welcoming, supportive and friendly environment

A sense of respect, responsibility and self-worth

There is a close-knit, family feel

We get to do lots of fun activities like Grafham Water

At WW there is a great sense of community where everyone is valued, visibly involved, and will help out in any situation

The teachers make it fun

All the staff are extremely friendly, approachable and knowledgeable

Overwhelmingly compassionate attitude to all aspects of school and community

That children's and staff wellbeing come first

A place where every child is an individual and made to feel special

There is a lot of laughter

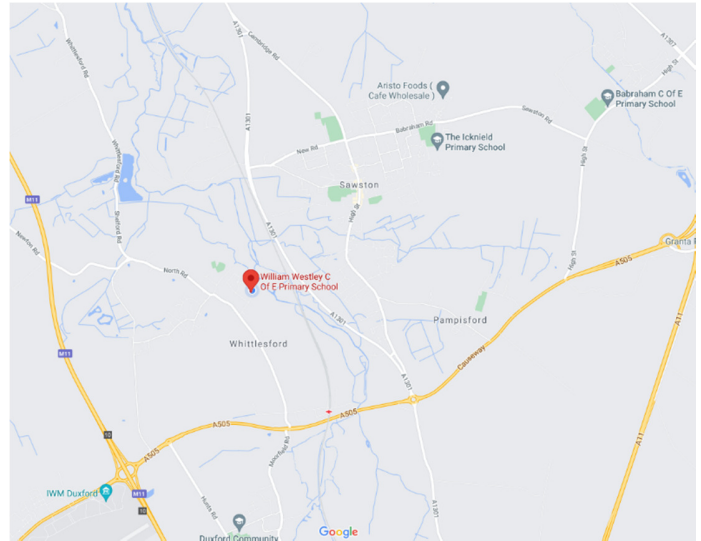
An environment encouraging children to flourish

There is a creative and varied curriculum with a rich array of extra-curricular activities

A child-centred, inclusive environment where the children feel valued as individuals

Location

Whittlesford is a picturesque village, about seven miles South of the City of Cambridge, which is itself only about fifty five miles North of London. We have the best of both worlds: the countryside on our doorstep, and the culture of Cambridge with all the extraordinary learning opportunities encompassed in its museums and the University colleges. The city centre is easily accessible with its rich heritage and history, allowing entry to the museums and art galleries throughout the year. Cambridge is also at the heart of the high technology 'Silicon Fen', with industries such as software and bioscience, and many start-up companies born out of the University. The Cambridge Biomedical Campus, one of the largest biomedical research clusters in the world, includes the Headquarters of AstraZeneca, acclaimed teaching and research hospital, Addenbrookes, and the recently relocated Royal Papworth Hospital.



William Westley Primary School itself, is located in the heart of the village of Whittlesford. The village green, known as 'The Lawns', is a short walk away and is used for some PE lessons, after school clubs and Sports Day. The Lawns are also a central hub of village sports and recreation and boast a tennis court, sports pavilion and play park, as well as providing the venue for both training sessions and matches for Whittlesford's thriving football, cricket and tennis clubs. The Lawns also play host to the biennial charitable Whittlesford Summer Ball, which in 2019 raised over £15,000 for local beneficiaries, including the school. The 2021 event was postponed owing to the pandemic. However, we hope that it will take place in 2022 to coincide with the village's celebration of 'one thousand years of village life', as the Parish Church celebrates its 1000th birthday.

In addition to the Parish Church, there is a United Reform Church and both are within a short walk of the school. William Westley enjoys close links with each, and both are visited by the whole school for a number of services during the school year. The local village preschool, Whitsers, is located on the same road as the school. The vast majority of Whitsers children transfer to William Westley and there are strong links between the two. This hugely aids the transition process into Year Reception, and indeed, the Year R children (and any children in the school with siblings at Whitsers) are invited back annually to watch the Whitsers nativity.



Whittlesford also benefits from a variety of pubs, bars and restaurants including The Tickell Arms (which is listed in the Michelin Guide), The Bees in the Wall, The Red Lion and Provenance Kitchen, which was recently listed in The Times as one of the Top 40 places to enjoy a meal outside in the UK. This Summer Term has seen weekly food vans visit the school, organised by the PTA, and with a contribution going to the school.

Learning Environment

The school is a single-storey building originally built in the 1970s. In recent years, we have been fortunate enough to have a series of upgrades and extensions. The school now has seven good-sized classrooms with additional areas for group work. The traditional main hall is used daily for collective worship and lunchtimes, and there is also a second hall that is used by Whittlesford Out of School Club (WOSC), as well as being available for use during the school day. The school has a central library with a good supply of reading and reference books. There is a spacious School Office and Staff Room.

The school grounds contain a quiet area at the front of the school for those children who prefer to have a quieter playtime. This area includes a sensory garden, and is also used by WOSC. WOSC's two guinea pigs, Fudge and Crunchie, are also housed here.



The main area at the back of the school contains a variety of play equipment, a netball/basketball court, a new running track for the daily mile, and further outdoor learning areas. The school pond is teeming with wildlife, including pond skaters and tadpoles, whilst the school chickens provide a good supply of eggs, which in non-Covid times were collected by Year Reception's stars of the day. There is also a recently refurbished covered courtyard area, solely for the use of Reception and Year 1.

The school benefits from close proximity to the Hamilton Kerr Institute (a department of the Fitzwilliam Museum in Cambridge), which kindly allows class groups to visit their extensive grounds bordering the River Cam, for Forest School.

There are interactive whiteboards in every classroom and the school PTA recently purchased two sets of Chromebooks, a set for KS1 and a set for KS2. Each classroom also has an additional space for small group teaching.



Staffing

We are extremely fortunate to have a team of outstanding, experienced and dedicated Classroom Teachers, a number of whom job-share very effectively, and who are ably supported by a team of highly skilled Teaching Assistants.

Our Leadership Team comprises of two Deputy Headteachers, Lisa Perry, who is the 0.8 Deputy Headteacher, and Cath Slattery, who is 0.2 Deputy Headteacher.

The school also has a very talented and committed SENCo, Laura Tuckwell, who currently works three days per week.

The school is supported by an excellent administration team, consisting of the School Secretary, who looks after much of the day-to-day administration, and a Finance Officer, who manages the accounts and looks after personnel.

SCHOOL STAFF 2020/21

Headteacher: Paul Bryant

Deputy Headteachers: Lisa Perry and Cath Slattery

SENCo: Laura Tuckwell



Reception Classroom:

Class Teacher: Sarah French

Teaching Assistants: Carley Newman, Alicia Ilott, Stacey Ward



Year 1:

Class Teacher: Anna Shepherd

Teaching Assistants: Pat Hollidge, Dawn Jacklin



Year 2:

Class Teachers: Clare Kerins, Keeley Rayner

Teaching Assistants: Elaine Carter, Kate Webster



Year 3:

Class Teacher: Elizabeth Nally

Teaching Assistants: Amanda Postle, Tracey Stefano



Year 4:

Class Teachers: Lisa Perry, Paula Barker

Teaching Assistants: Jane Cheung, Izzy Perry



Year 5:

Class Teachers: Sally Singh, Nichola O'Dell

Teaching Assistant: Suzanne Dakin



Year 6:

Class Teachers: Paul Cherry, Cath Slattery

Teaching Assistant: Nicky Frost



PPA Teacher: Jane Sawcer



Caretaker: Dot Mynott

School Secretary: Charlie Abrams

Finance Officer: Julie Lambourne



Catering: Fiona Duce, Rachael Pardon, Sheila Rixen, April Langford

Working with Others



The school has an onsite wraparound childcare provision and holiday club run by Whittlesford Out of School Club (WOSC). There are also a number of clubs that take place after the school day. These are run by a mixture of staff and external providers, and range from Art and Science to Sporting and Musical activities. In recent years there has also been a lunchtime French Club for Key Stage 1. William Westley has a thriving musical culture and a large number of children have music lessons during the school day.

The Governing Body at William Westley is made up of fourteen governors. There are three Foundation Governors, appointed by the Diocese of Ely; four elected Parent Governors; a Local Authority Governor; a Staff Governor; and five co-opted governors. The group brings together a diverse skillset, and includes a member of the clergy, legal, educational, financial and healthcare professionals.

The school is one of eight schools that form the Sawston Cluster. The Heads meet on a regular basis to offer each other support, and staff work together throughout the year, in addition to participating in joint training.

The Diocese of Ely offers a range of support to the Headteacher, including assistance with training and the provision of a School Improvement Partner.

The school has an active Parent Teacher Association, which supports the school with a range of fundraising and social activities.

We work in partnership with external providers to provide additional services, including:

School meals

Human Resource expertise

Property management services

ICT support



The Diocese of Ely and its Church Schools

William Westley is part of a family of Church Schools in the Diocese of Ely. The Diocese is centred around its magnificent cathedral in Ely. There are currently 87 church schools and academies in the diocesan family, collectively supporting over 30,000 parents, 15,700 learners, 2000 leaders and teachers, 1000 governors, and our much valued volunteers, clergy and church lay colleagues.

The Diocesan Board of Education team supports the Church Schools and their governing bodies through training, resources (including web-based resources), and bespoke support on standards and effectiveness, as well as matters relating to Christian distinctiveness. All Church Schools are allocated an Ely Diocese Regional Adviser (EDRA).

Ely Diocesan Church Schools are committed to being distinctive and inclusive, and rooted in the local communities they serve. They are neighbourhood schools with a Christian character. William Westley School is committed to developing an ethos and values in line with the Church of England's vision for education, which is based on the common good of the whole human community, and the Christian teaching of Jesus of "life in all its fullness", through the four key elements of 'wisdom, hope, community and dignity'.



At William Westley school we actively promote and foster the strong links which we have with the Parish Church, URC church and wider community, and is the beating heart of the local community. The school upholds and embeds a Christian ethos which is woven into every aspect of school life alongside the curriculum, enabling each child to flourish and learn about the love of God, others and our creation.

Our Christian distinctiveness is evident in the living out of our school values by the Headteacher, staff and children. Christian values, including love, care, compassion, trust, and respect for each individual, are highlighted through

the daily collective worship, which begins with a special signed opening prayer and liturgy each morning. Children are encouraged to nurture their spiritual, emotional and mental wellbeing through the creative and reflective collective worship which is led by our Headteacher, Vicar and other Christians in the community. Recent themes have been the 'Fruits of the Spirit', the 'I am' sayings of Jesus, as well as parables and miracles of Jesus. Courageous advocacy is fostered through strong links with the charity SOS Children's Villages.

Collective Worship is attended by the whole school and staff, and parents are invited to attend special celebratory collective worships on a Friday, which play a vital role in building our community life together.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.



Links with the Diocese are integrated into the regular life of the school. All the children and staff walk to the local churches at least once a term for special celebrations, such as Harvest and Easter and Remembrance, and our Year 6s enjoy events in Ely Cathedral. We have also taken part in Bishop Stephen's Lent Challenge. Parents and the wider community are invited to attend a pop-up café in the school that is hosted by the church and run by year 5 pupils.



"Our school aims to be both excellent and distinctive, celebrating its Church of England status alongside being a special place of teaching and learning. Our Christian ethos is our fundamental and guiding principle and more than an additional or incidental feature of our school's life.

In our Church of England school, we start with the belief that all people are of ultimate worth and accordingly should be valued and treated with equal respect'. In our school community everybody is included in God's love and care, and ours. Following Jesus' own example, we have a particular concern for those who may be described as disadvantaged or excluded in any way, either educationally or socially. Every person deserves to live a life in all its fullness and fulfil their potential, and it falls to us, within our role of Christian service to all in this locality, to strive to counteract all barriers of difference such as race, nationality, religion, gender and status which limit their personal flourishing. Our actions are the outworking in our daily school life of the two great commandments of love of God and love of neighbour."

Bishop Stephen – Ely Diocese



The Wider Context

A wide variety of visits are planned during the school year. Our close proximity to the Whittlesford Parkway train station allows us to take the Year 5 and Year 6 children to London each Winter to visit the Tate Modern and the West End. Our Year 2 children also enjoy visiting the Tower of London. Other year groups have a variety of enrichment activities, including in-house themed history days and visits to a local farm, wildlife park and Anglo-Saxon village. Residential trips are undertaken each year by the children; Year 4 spend three days at Burwell House, and Year 6 spend three days at Grafham Water, giving them the opportunity to work together in the context of a wider environment. Recent pupils have created Treetopz, an environmental group to promote and understand sustainability within the school. Parents are also encouraged to come into school and give talks about their work and lives to support the curriculum.



Every year the children are involved in competitive sports events, organised through Cambridge Schools Sports Partnership. These include multi-skills and tennis festivals, football and cricket tournaments and gymnastics competitions. We also compete in the annual cross-country event at St Neots. We have been very successful over the years and reached the County finals in Football, Cricket and Gymnastics events.



We do not have a swimming pool onsite, so during the Summer term our KS2 children travel to the local secondary school, Sawston Village College, to have swimming lessons.

Musical events are accessed through Cambridgeshire Music, and in recent years the school choir has been fortunate enough to attend the Young Voices Music Concert at the O2 in London.

We stage high-quality stage productions for the parents twice a year, including a whole-school Christmas performance led by Year 6, and our Year 6 Leavers' performance of a Shakespeare play at the end of the school year.



The school has received a number of Science awards in recent years. In 2019, a group of Year 5 children won the AstraZeneca Energy Challenge from among 53 schools. Our Year 3 class were one of eight winning schools in the NFU's Farmvention competition in 2020. The children worked on the challenge of designing a unique clothing product made from British wool using Science, Technology and Maths (STEM).

The Year 3 class were also winners of the BBC 10 Pieces inspired film at the 2015 Cambridgeshire Young People's Film Festival. They were second and third place winners in the Year 3 category in 2016 and 2017. Our Year 5 and 6s have also been very successful in the Maths and English Challenges within our local cluster.

William Westley also has a rich and broad Arts curriculum. The whole school recently took part in an Art project led by the Fitzwilliam Museum in Cambridge called INSPIRE 2020 in which they created artworks



inspired by the painting 'Cupid and Psyche'. Year 1's Birds of Prey were chosen to be exhibited at the museum for public display. During lockdown and inspired by Thank You X we created a huge artwork on the theme of the Fruits of the Spirit. This was a celebration of our school community as children, staff and Governors all contributed to this wonderful piece.



The Selection Process

To apply for this role, please download, save and complete the application form. Email a copy of your completed application with a covering letter setting out why your skills and experiences make you a suitable candidate for this position, with reference to the Person Specification.

We actively encourage all candidates to visit the school prior to interview, and we are able to offer this with appropriate Covid adjustments. 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 and to arrange a visit to the school, please contact Mrs Charlie Abrams in the school office on 01223 832176 or email office@williamwestley.cambs.sch.uk.

School visits can be requested and will then be scheduled within the fortnight beginning Monday 7th June.

Preliminary conversation with a member of the Governing Body can be requested via chair@williamwestley.cambs.sch.uk

Completed application forms should be returned to: headship@epm.co.uk

Closing dates for applications: 9am on Monday 21st June 2021

Shortlisted candidates notified: Thursday 24th June 2021

Interview days: Wednesday 30th June and Thursday 1st July 2021



Who we are looking for

Our Pupils, Parents, Staff and Governors said they are looking for a new Headteacher who:



Job Description

Purpose of the Job:

The Headteacher of William Westley Church of England Primary School will ensure that the school's aims are implemented in accordance with the strategic plans and the policies approved by the Governing Body.

The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and objectives for improvement and take timely and effective action that results in sustained development.

The Headteacher must provide leadership and management of the school and promote a secure foundation from which to achieve the highest possible standards in all areas of the work of the school.

The Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and relevant education and employment legislation.

The Headteacher will endeavour at all times to meet the Department for Education's National Standards of Excellence for Headteachers, October 2020.

Core responsibilities of the post:

The Headteacher will:

- Be a visible, listening presence who is approachable and accessible to all members of the school community.
- Value, support and empower all staff and nurture strong relationships between the school, the church and the wider community.
- Articulate a strategic and compelling vision and ambition for the school.
- Deliver effective leadership and management of teaching, learning and assessment.
- Deliver effective leadership for child safeguarding and ensure effective systems are in place.
- Motivate staff and pupils to achieve excellence.
- Evaluate accurately the school's performance and identify priorities for improvement.
- Deploy resources effectively to achieve the school's aims and deliver success for all pupils.
- Carry out the tasks required to lead and manage a safe, organised and purposeful learning environment for children and staff.
- Be prepared to teach occasional lessons, if required.
- Secure the commitment and engagement of parents, carers and the school's wider community in supporting the school's development.
- Promote equality of opportunity, respect diversity and eliminate unlawful discrimination.

- Communicate Christian values and principles across the curriculum and through all aspects of school life.
- Work effectively with the school's Governing Body.

The Governing Body and Cambridgeshire County Council are committed to safeguarding and promoting the welfare of children and young persons, and 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).

Person Specification

Qualifications and Experience		
Recognised Teaching Qualification	Essential	Application form
Degree or equivalent	Essential	Application form
Proven success in strategic management, leading to effective planning and delivery against strategic improvement plans	Essential	Application form/Reference/Interview
Experience of preparing effective documentation for different audiences, including parents and governors	Desirable	Application form/Reference/Interview
Appropriate recent experience as a Headteacher, Deputy Headteacher or similar, e.g. membership of a school leadership team and/or core subject or phase leader	Essential	Application form/Reference
Experience of leading, developing and recruiting staff	Desirable	Application form/Reference
Record of successful class teaching with at least 5 years' recent experience, ideally across the full Primary age range in a UK primary school	Essential	Application form/Reference
Evidence of a commitment to promoting the welfare and safeguarding of children, such as a DSL qualification	Essential	Application form/Reference/Interview
Experience of managing a budget and procuring services to ensure the best value of the school's resources	Desirable	Application form/Reference
National Professional Qualification for Headship (NPQH)	Desirable	Application Form

Personal attributes	Essential or desirable	Identified by:
Has a passion for education and developing the whole child	Essential	Application form/Reference/Interview
Is warm, empathetic, enthusiastic and caring, committed to upholding the core values of the school: kindness, self-worth, positivity, self-control, respect, celebration	Essential	Application form/Reference/Interview
Will nurture the school's distinctive 'William Westley' ethos	Essential	Application form/ Reference/Interview
Will demonstrate a commitment and ability to communicate distinctively Christian values and principles across the curriculum and through all aspects of school life in line with the Church of England's vision for education	Essential	Application form/Reference/Interview
Leads by example and with integrity, modelling the high standards of behaviour expected of others	Essential	Application form/Reference/Interview
Calm under pressure	Essential	Application form/Reference/Interview
A visible, listening, hands-on presence who is approachable and accessible to all members of the school community	Essential	Reference/Interview
Builds strong relationships with children, staff and parents and gets to know them as individuals	Essential	Application form/Reference/Interview
Values, supports, develops and empowers all staff	Essential	Application form/Reference/Interview
Has a sensitive and responsive approach to change-management	Essential	Application form/Reference/Interview
Will build on the school's rich curricular and extra-curricular provision and develop its academic excellence	Essential	Application form/Reference/Interview
Is well-organised and able to manage time and prioritise effectively	Essential	Application form/Reference/Interview
Is forward-thinking, outward-looking and able to think and act strategically	Essential	Application form/Reference/Interview
Is an effective teacher, able to engage, inspire and enthuse children in all year groups, e.g. through awe-inspiring collective worship	Essential	Application form/Reference/Interview
Fosters collaborative relationships with other linked schools, organisations and the wider community	Desirable	Application form/Reference/Interview
Has a good sense of humour	Desirable	Interview

Knowledge, Skills and Understanding	Essential or desirable	Identified by:
Outstanding people skills	Essential	Reference/Interview
Excellent communication skills. Ability to inspire and to communicate effectively in person and in writing with a range of stakeholders	Essential	Application form/Reference/Interview
Understanding of recent developments in EYFS, KS1 and KS2	Essential	Application form/Reference/Interview
Recognises the role parents, carers and families play in helping children to succeed and thrive, and ensures that parents are involved and confident in the school's leadership	Essential	Application form/Interview
Committed to working closely with the Governing Body to develop the school's vision, nurture its ethos, maintain high standards, and promote inclusion and effective governance	Essential	Application form/Interview

Support for New Headteachers

The Governing Body recognises that new Headteachers need a suitable induction programme. The Local Authority provides an induction programme (New to Headship) that also offers regular opportunities for meeting colleagues who have also recently been appointed.

The LA New to Headship Adviser will also make arrangements for the new Headteacher to have the contact details of a peer mentor. This is an informal support mechanism that is intended primarily as a supportive contact without the need for reports or feedback. This may also result in wider contacts and school to school partnership developing.

In the first term, Headteachers New to Headship/Cambridgeshire will have access to an early introductory meeting with an Education Adviser, who will make contact to arrange this visit and will outline the support available for new Headteachers in Cambridgeshire.

The New to Headship Adviser will inform the new Headteacher about the Local Authority Induction Programme, which runs continuously throughout the academic year. There is a standard charge for this course. Seven meetings take place in schools across the county, over the academic year. These feature contributions from serving Headteachers, LA representatives and provide opportunities for discussion and networking with other new Headteachers.

Further information on the New to Headship programme provided by advisers from the Local Authority can be found on the Cambridgeshire County Council education page of the website: www.cambridgeshire.gov.uk/learntogether.

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

<https://www.gov.uk/government/publications/licensees-national-qualifications-and-study-modules-for-school-leaders> for more information.

In our region, Leadership East is accredited to run this qualification:

<https://leadershipeast.org/programmes/npqh/>

