



Abbey Meadows Primary School

Headteacher candidate information



Growing together

Dear Candidate

Thank you for your interest in Abbey Meadows Primary School.

Walk into our school and you'll find happy children and motivated staff. Abbey Meadows is a friendly and caring environment and we work hard to give our children great learning opportunities.

We have a diverse community and our children come from a variety of backgrounds, some with challenging home lives. We give every child and family a warm welcome. Our school has an inclusive ethos and high quality pastoral support and as a result our children love learning at Abbey Meadows and enjoy coming to school every day.

Our children develop into well-rounded and thoughtful individuals who leave here ready to thrive at secondary school. We want a new Headteacher who will keep them at the heart of our work and develop the school further.

Formerly a good school, Ofsted judged us Inadequate following our Inspection in December 2017. However, the Inspectors believed that the Managers and Governors at the School had recognised the problems facing the School earlier in the year and since the summer of 2017 "have quickly brought about the required momentum to improve the school's performance". We are hoping you lead us in continuing our journey forwards.

If you are an experienced leader and are ready for this exciting new challenge, we look forward to meeting you.

Best wishes,

Mike Davey
Chair of Governors

About the school

We are a large primary school with 465 children on roll. This number is set to increase over the coming years and we are well resourced to cope with this rise. We have a high mobility rate, with children frequently joining our school community. This level of transience contributes to high levels of EAL – currently around a third.

This is a diverse and welcoming school. A high proportion of our children come from ethnic minority backgrounds. A PTFA was set up at the beginning of 2017 and this has helped us to improve our engagement with parents, which will strengthen our links with local people and place us at the heart of the community.

We love our large school site. Unlike many Cambridge primary schools, we have lots of outdoor green space for our children to enjoy and this has facilitated our well earned reputation for sporting excellence. We have a well used community wing and a new nursery school.

Many visitors comment on our calm, friendly atmosphere. It is our aim that every member of the school community is treated with respect. We encourage and reinforce good behaviour and work to ensure that everyone implements rules fairly and consistently.

We also encourage effective learning behaviours. This is done within a school ethos of hard work, care, commitment and responsibility. All adhere to the basic principles of honesty, respect and consideration.

Staff are dedicated, positive and collaborative. They are committed to achieving the best outcomes within a warm and caring environment. A key area for improvement is in our outcomes for students, along with widening the breadth of the curriculum and increasing our range of exciting learning opportunities. We want to enable and empower staff, and in doing so, see that every member of our community flourishes.

Location and community

Our location on the outskirts of Cambridge city, close to the A14 and M11, is commutable from many towns and villages across Cambridgeshire, Suffolk and Hertfordshire.

A beautiful place to live and work, Cambridge is an historic University City with high quality architecture and attractive open spaces. However, although Cambridge is a prosperous place, many people on low incomes face the challenge of high living costs, particularly for housing.

Abbey is one of the largest wards in Cambridge City. It is a diverse area with a high concentration of housing, many retail outlets and a wide range of other amenities.

The area is very diverse in terms of affluence and deprivation. Together with high value new/Victorian properties, there are also several large council estates which show levels of deprivation above the county average. It is from these estates that the majority of our pupils come from.



About the role

Leading our school will be an exciting challenge. We have been through a period of instability for the last two and a half years following the retirement of a long serving Head. However since the summer of 2017 many positive changes have been made and you will have the opportunity to build on this excellent start and move us forward to the next level, with the support of a committed and effective governing body.

Our diversity is a real strength. Our new Headteacher will support our open and inclusive ethos and have a real understanding of the challenges many of our families face.

Your experience of raising standards will help us deliver the best quality teaching and improve pupil attainment. With your help we'll become a first choice school.

You will be:

- A dynamic and innovative leader who is not afraid to make difficult decisions
- A visible, positive and approachable presence
- Committed to all areas of curricular and extra-curricular development
- Passionate about all our children

With experience of:

- Having delivered tangible improvements in attainment
- Successful staff management
- Situating their school as an active partner in the local community
- An ethnically diverse and multilingual school and community

You will help us to:

- Enhance academic standards across the school
- Continue to raise aspirations in pupils, parents and staff
- Improve pupils' attainment across the school
- Increase parental engagement
- Ensure quality first teaching in all classes for all pupils.

Job description

This job description is based on the Department for Education's 'National standards of excellence for headteachers' January 2015 and incorporates the four 'Excellence As Standard' domains set out in the guidance.

Our school community would like an excellent headteacher who can meet the following standards.

Job title: Headteacher of Abbey Meadows Community Primary School

Responsible to: Governing Body of Abbey Meadows Community Primary School

Directly responsible for: Teaching staff, support staff, administrative and maintenance staff

Qualities and knowledge

Our headteacher will:

1. Hold and articulate clear values and moral purpose supportive of the ethos of our school, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community, and other local schools.
3. Lead by example – with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems, and pursue continuous professional development.
5. Work astutely, within our school's vision, translating local and national policy into the context of Abbey Meadows Primary as a large, urban, community based School.
6. Communicate compellingly our school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and staff

Our headteacher will:

1. Provide a framework that allows pupils to take responsibility for their own learning journeys.
2. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
3. Know what outstanding teaching looks like and aspire for all teaching to be outstanding.
4. Secure outstanding teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
5. Be able to deliver outstanding teaching themselves and welcome opportunities to use their own teaching skills with classes, groups and/or individuals, aiming to exercise these skills on a regular basis.

6. Maintain a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
7. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
8. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
9. Hold all staff to account for their professional conduct and practice.

Systems and process

Our headteacher will:

1. Ensure that our school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.



2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the school, providing a supportive environment for colleagues to have distinct roles and responsibilities.

The self-improving school system

Our headteacher will:

1. Maintain and build on our existing relationships with other schools and other organisations in the community of the Abbey ward in Cambridge.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Use the findings of well-evidenced research to improve the outcomes for all pupils.

4. Shape the current and future quality of the teaching profession, including non-teaching staff, through high quality training and sustained professional development for all staff.
5. Use creative and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Person specification

In your application and supporting statement please address the following key elements of the person specification that will be used to shortlist applicants.

COMPETENCIES, KNOWLEDGE, QUALIFICATIONS

These will be explored through the application and the interview process

QUALIFICATIONS & CPD RECORD

• Qualified Teacher Status and first degree (or equivalent)	E
• CPD relevant to Headship	E
• National Professional Qualification for Headteachers	D

EMPLOYMENT RECORD

• Successful track record of Headship in the primary sector	E
• Experience of leading a school through OFSTED	D

PERSONAL EFFECTIVENESS

• Inspirational	E
• Approachable	E
• Able to identify, prioritise and resolve key issues	E
• Committed to personal development	E

"Arrangements for keeping children safe work effectively and parents agree." Ofsted

"Governors have acted quickly with new leaders to ensure development priorities are now based on an accurate understanding of the performance of the school and the urgency required." Ofsted

"In the Early years provision children display kind, positive attitudes with one another." Ofsted



"We like the friendly atmosphere and everyone's interest in the children's wellbeing." Parent

"At Abbey Meadows you learn what you need for being a grown up. Our school helps you sleep better because you are very busy." Child

LEADING PUPIL ACHIEVEMENT, PROGRESS & SAFETY	
• Prioritises pupil safeguarding, wellbeing and achievement	E
• Is able to inspire all pupils	E
• Has experience in developing effective strategies and creative responses to raising pupils' attainment and promoting pupil progress	E
LEADING & MANAGING STAFF	
• Is positive and approachable and able to inspire and maintain high morale	E
• Has experience of implementing structures and systems for appropriate delegation, monitoring and accountability	E
• Is able to address and resolve problems	E
LEADERSHIP & MANAGEMENT OF CURRICULUM	
• Can demonstrate a depth of knowledge of the National Curriculum with an understanding of different models of curriculum delivery	E
• Is able to develop effective and creative responses to curriculum issues	E
• Is open-minded to new initiatives	E
MANAGING RESOURCES	
• Has experience of managing finances effectively	E
• Can demonstrate creative responses to staffing issues	E
• Is innovative in promoting the use of the building and school site to support high quality learning	E
STAKEHOLDERS & THE LOCAL COMMUNITY	
• Is able to communicate with, inspire and motivate staff, parents/carers, pupils and governors	E
• Is committed to building and developing effective links with the school community, the local community and the church communities	E
ACCOUNTABILITY & GOVERNANCE	
• Experience of forming effective partnerships with governors	E
• Ability to generate a school development plan	E
• Has experience of implementing and managing the delivery of sustained improvements	E
TEACHING	
• Has substantial teaching experience across the Primary age range.	E
• Is experienced in monitoring and evaluating all aspects of teaching and learning	E

Closing date: 1st March, 2018

Interview dates: 14 & 15th March, 2018

- Application forms and covering letters should be fully completed with reference to the Job Description and Person Specification.
- To arrange a school visit please email office@abbeymeadows.cambs.sch.uk
- Applications should be sent to: Chair of Governors, Abbey Meadows Primary School, Galfrid Road, Cambridge, CB5 8ND marked Strictly Private & Confidential or emailed to office@abbeymeadows.cambs.sch.uk

The Board of Governors and Local Authority are committed to safeguarding and promoting the welfare of children and young persons, and the Headteacher 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 Disclosure from the DBS.

Key school facts and statistics

Type of school	Primary school	
Age range	4-11 years	
Budget	Circa £2m. Sound financial position	
Number of children:	465 (19 classes)	
Number of teaching staff	27	
Number of support staff	35	
% of children with pupil premium	34	
% of children with SEN	19.3	
% of children with EAL	38.4	
KS2 test results and progress 2017 (all pupils)	Expected RWM	23%
	Higher RWM	0%
	Average Score Maths	98
	Progress reading	-3.8
	Progress writing	-6.9
	Progress Mathematics	-5.1

Abbey Meadows
Primary School

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www.abbeymeadows.co.uk