



Bourn Church of England Primary Academy



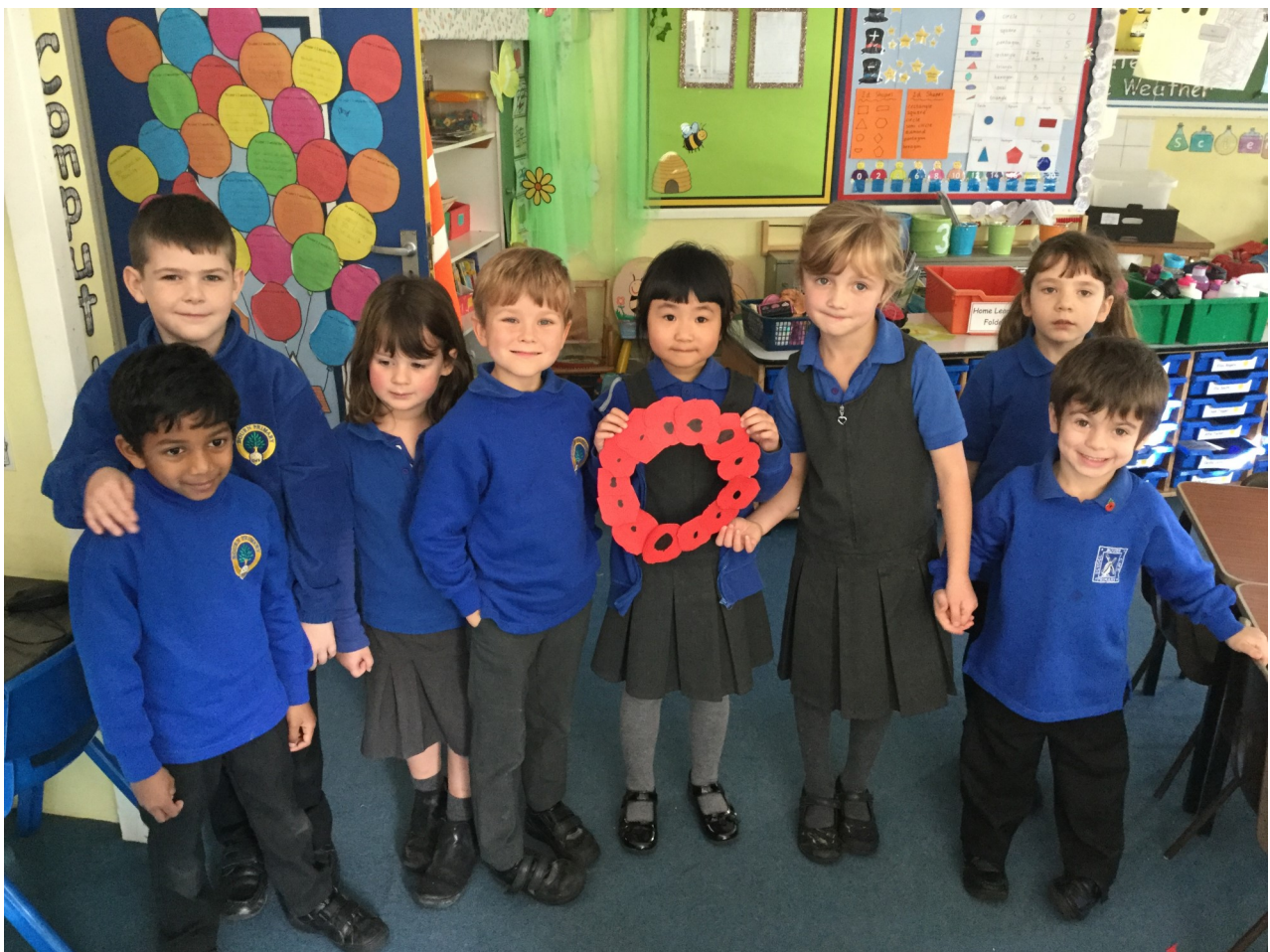
Headteacher Candidate Brochure



Bourn Church of England Primary Academy

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Bourn Church of England Primary Academy

Welcome from the Chair of Governors

Dear Candidate

I am delighted that you have expressed an interest in the Head Teacher's appointment, which becomes vacant at the end of the year—December 2018. We are seeking to replace our current Head who, after 17 years leading Bourn Primary, has decided to seek new professional challenges elsewhere.

The Governing Body is excited at the prospect of working with a new Head Teacher: hopefully someone who will bring a fresh perspective and new ideas to what we believe is a well-established, happy and successful school. We have ambitions to develop the Bourn CE Primary Academy further and you'll discover if you are successful in your application that the Governors are strongly supportive of the Staff without encroaching on the Head Teacher's responsibility to lead the School.

We aspire to extend Bourn CE Primary Academy's influence through partnership with and support of neighbouring Primary schools. Our priority however will always be to work with parents and the local community to enable our pupils to have the best possible preparation for secondary education, and to support our children.

I hope you decide to apply for the post and look forward to meeting you.

Sharon Peer

Chair of Governors



Bourn Church of England Primary Academy

Brief Description of our School

Overview

Bourn Primary has a 7-class, single form per year structure with 210 pupils currently on roll with a waiting list. Places are in high demand with 30% of our pupils being outside of the catchment area.

The School converted to academy status on 1st November 2011 and there are currently 10 FTE teachers and 6.8 FTE teaching assistants.

Pupil attendance is absolutely exemplary and a small number of pupils speak English as an additional language, whilst 8% of pupils access free school meals.

Bourn Primary is currently an "Outstanding" school following both Ofsted and SIAMS inspections (Statutory Inspection of Anglican and Methodist Schools), and we are in the top 10% of primary schools in the country. In 2017, 92% of KS2 students achieved the expected standard in Reading, Writing and Maths (combined), against an LA average of 59%, whilst 31% of pupils were working at greater depth, against an LA average of 8%. Progress was well above average in Reading and Maths.

Bourn Primary is a happy school with excellent outcomes for pupils. We can offer you delightful and hard-working, well-behaved and motivated pupils, strongly committed staff, and supportive parents, as well as an excellent working environment.

Location and History

A Brief History of Bourn Village

Bourn, named from the brook which runs through what was a densely wooded valley, has been a settlement for over a thousand years. Roman remains have been found along the Bourn Brook and near to Bourn Hall and there is evidence of Romano-British movement along the top of the valley on the airfield and towards Caxton. Following the Norman Conquest the Sheriff of Cambridgeshire built his private castle at Bourn on the site of the present Hall adjacent to the wooden Church. The Church was given to the monks of Barnwell Priory.

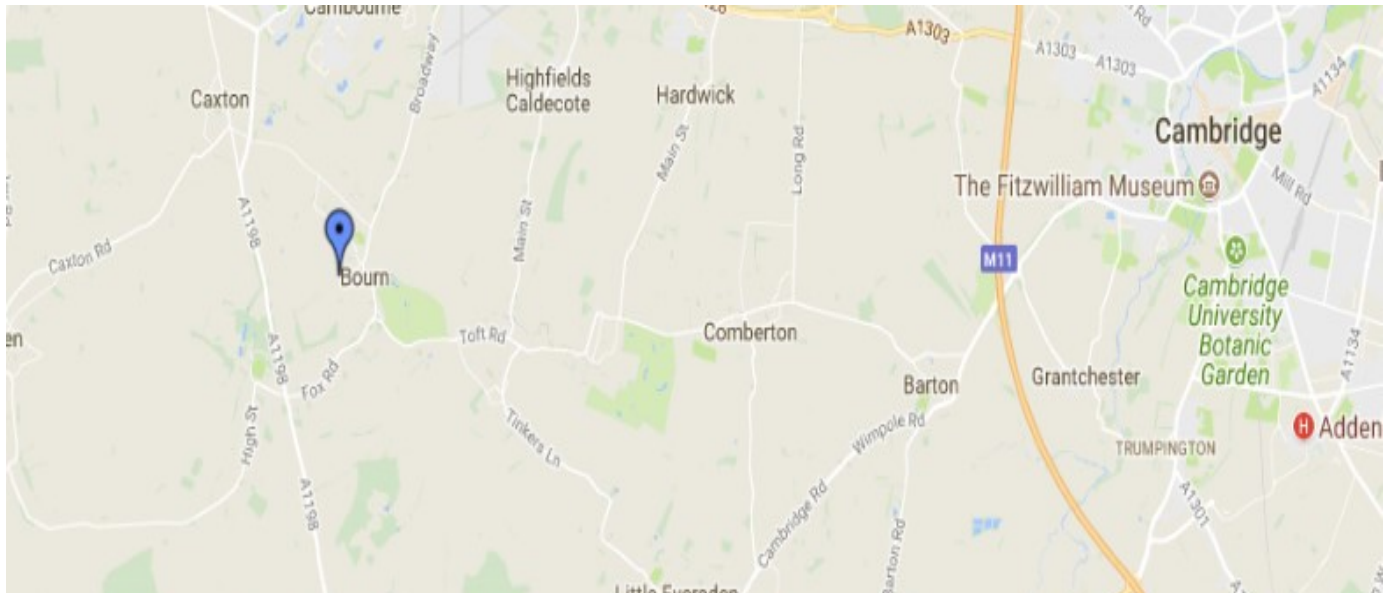


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Location and History

By 1279 there were 183 families - 900 people, and field names and family names from this time are still known in the area. Following the Second World War there was a large influx of people from London living in the village who later occupied the first housing estate, Hall Close, built for that purpose. This brought the number of people to its present level of around 1,000.

Bourn Hall, built early in the sixteenth century, has become a world-famous clinic for the treatment of infertility.



The current Church, dedicated to St. Helena & St. Mary, was built from the twelfth century onwards. Following the Reformation the Church was given to Christ's College.

The Church and the Hall combined to build a fine school in 1866, designed for 144 children. Within three years 81 children were attending, paying 2d, 3d or 6d for their schooling. This school was closed in 1958 when a new building was opened in The Riddy: the site of the current school. The old school became the Village Hall.

Bourn is still a village and has a mix of housing and is home, *inter alia*, to many academics and professionals working in Cambridge.



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Location and History (continued)

The School

Bourn Primary dates from 1958 and is built on the edge of the village, adjacent to open fields. It is within walking distance from most of the village. The School 's catchment comprises a large rural area of about 24 square miles.

Bourn Primary serves the villages of Bourn, Caxton, Longstowe and Kingston and is in the catchment area of Comberton Village College, one of the best state secondary schools in the country. It is also part of the Network CB23 group of schools.

Over the last 10 years there have been two major building developments to the school, and Bourn Primary is now a well maintained, single storey brick building with seven classrooms.



Bourn Primary has an active School Council (elected by their classmates), which provides an excellent opportunity for children to say what they think about ideas, as well as putting across ideas of their own to improve the School.

Examples of its impact have been the renovation of the changing rooms, the purchase and decoration of a 'friendship bench' in the playground, the choice of additional play equipment and the recommendation to introduce a distinctive, designated uniform for Year 6 pupils. The School Council is also responsible for selecting the charity we support each year as a whole school. They will also be thinking about their role in the school community and will be putting together a guide to help next year's School Council members 'hit the ground running'.

Facilities

Bourn Primary has many wonderful facilities including an art studio and during the summer term the outdoor heated swimming pool is used extensively.

Utilising the fully refurbished kitchen, we have a fantastic catering service 'Bourn Bistro', providing a hot lunch for all pupils and staff, which is cooked onsite using local and fresh produce.

Bourn Primary has extensive musical activities, and music is embedded into the daily life of the school. Having a dedicated music teacher is wonderful and we have a fantastic Orchestra who play at their Community Assemblies each week, and a choir for both the younger years and seniors.



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Location and History

The School (continued)

In the past, amongst the many events our musicians and singers have taken part in, we were pleased to perform at the Cambridge Schools Music Festival, the switching on of the Cambridge Christmas lights, entertaining visitors at the school's Christmas Fayre, as well as taking a choir to sing at the Royal Albert Hall, the O2 arena and at Kings College in Cambridge.

There is a central hall which serves as a gym, dining area and assembly area that is equipped with stage and lighting for drama and musical productions. Each of the classrooms is fully equipped with IT technology such as smart-boards and laptops for pupil use, and a new library has just been furnished, funded by the Bourn School Association.

Physical Education (P.E.) and Sport play an important role at Bourn Primary, contributing to the children's well-being, confidence and self-esteem. Children have two P.E. lessons a week taught by a specialist sports coach.

Levels of competitive sport at Bourn Primary are already very high, with teams competing in football, tennis, athletics and swimming. The competitive sports programme will continue to be developed with the addition of cricket.



Bourn Primary has extensive grounds and within it we have a most beautiful Nature Reserve that has recently re-opened due to the extensive volunteering from parents and children, bringing it back to its former glory.

This is now a wonderful resource for the school, which we use as an outdoor learning space in all areas of the curriculum. It features a mini-beast hotel, a mud kitchen and a bird hide. There is also a pond, which many creatures call 'home' and each of the trees are labelled to extend the children's knowledge of nature and the environment.



Bourn Church of England Primary Academy

Ethos and Values

Nurturing, Enriching, Achieving

Bourn Primary sits very much at the heart of the local community. The School provides inclusive education of the highest standard in accordance with our historic Church of England foundation.

Children are taught respect and consideration for others, as well how to look after themselves physically, mentally and spiritually. They are encouraged to become agents for change not only for themselves but also for others. Bourn Primary Academy fosters an awareness and tolerance of faiths and traditions. The expectation is that children will develop as confident, organised, self-motivated and outward-looking; growing in the fruit of the Spirit, and embodying love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. The Academy values each of our children as individuals and our culture is one of nurture, enrichment and achievement.

Our Christian ethos is firmly embedded within our school values. Being a Church of England school enables us to nourish and support the values of **Respect, Hope, Truthfulness, Forgiveness** and **Transformation**, as reflected by our School logo.



This depicts a strong and jubilant child as a growing tree, standing firmly on the foundation of the seed (an acorn), which is the Word of God. Through these Christian values we aim to provide a culture of love, respect, humility, compassion and forgiveness throughout our school community. When the children display these qualities, they are awarded a leaf and are given the opportunity to share their success with the rest of the school during Monday's collective worship.

Bourn Primary is a Church of England School and along with the opportunity to study Christianity, children also learn about other major religious traditions.





Bourn Church of England Primary Academy

The Governing Body

Over the last ten years the responsibilities and work carried out by Governing Bodies have increased dramatically as “control” has shifted from Local Authorities to the individual schools. The Governors’ task is to set strategy and policy, to ensure that things are running smoothly, to provide support and encouragement and to offer a sympathetic but critical ear.

As trustees of Bourn Primary, the governors are absolutely committed to the highest standards of excellence for our pupils and community, exemplary organizational practice and complete financial probity. We aim to give all of our pupils the best possible start in life, in line with our Christian values.

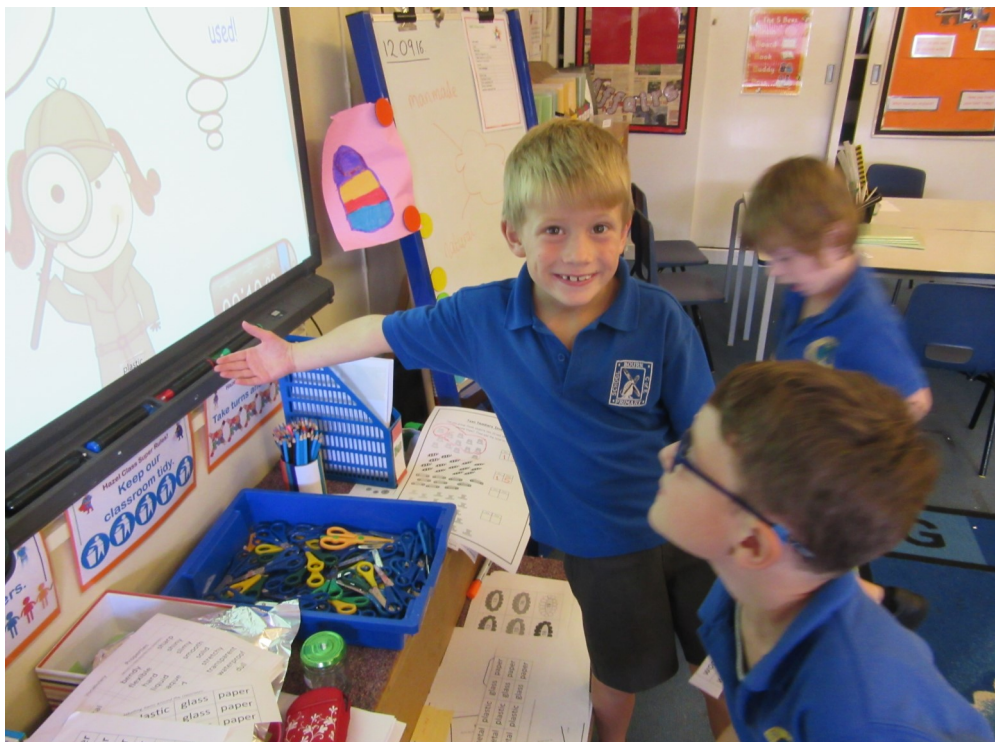
Our SIAMS report (October 2014) commented on "strongly focused leadership at all levels" and noted that staff and governors "are not complacent but always keen to progress further through strategically planning developments".

The governors are very knowledgeable of the School and its community, and are keen to support and challenge our next Headteacher to move the School on to its next phase of development and achievement, building on our foundational values.

We have roughly a 50:50 gender split. Each Governor serves a term of 4 years and is expected to sit on one or more of the committees:

- Curriculum
- Finance
- Premise & IT
- Administration/HR & Communications

These committees in turn report back to the Full Governing Body, which meets at least once a term.





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The Bourn School Association

Bourn School Association (BSA) is the name of our Parent Teacher Association (PTA). The BSA is made up of parents, carers and teachers who meet regularly to plan the fundraising and social events that help to build and strengthen links between families, the school and the local community; as well as raising money to provide extra facilities and opportunities for the children. BSA events take place throughout the year and include a Quiz Night, Movie Nights, a Christmas Fair and Christmas and Mother's Day Gift Shops.

The BSA also organise smaller events and initiatives such as a gardening project, parent running groups, second hand uniform sales, a seasonal weekly 'home produce' sale and a 'Wanted/For Sale' notice board. A separate volunteer committee organises Bourn to Run, an annual 10k and 3K race, which raises substantial funds for the BSA, as well as providing a popular event for runners.





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Job Description

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| Position | Headteacher |
| Reporting to | The Governing Board |
| Main Purpose | To provide professional leadership for the School which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning and achievement. |
| Salary | L12 - L18 |

Strategic Direction and School Development

- Provide inspiring and purposeful leadership for the staff and pupils.
- Work in partnership with the Governing Body, Staff and parents generating the ethos and values that underpin the School.
- Create and implement the School Development Plan to secure continuous school improvement.
- Monitor and evaluate the performance of the School and respond and report to the Governing Body as required.
- Ensure that management, finances, organisation and administration of the School support its vision and aims.
- Ensure that the School's policies and practices take account of statutory, national, local and school requirements.
- Monitor, evaluate and review the impact of policies and procedures in practice, recommend change to the Governing Body and take action as necessary.
- Monitor, evaluate and review priorities and targets, recommend change to the Governing Body and take action as necessary.
- To ensure that all those involved with the School are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets which secure educational success.

Teaching and Learning

- Actively create, promote and encourage an environment that secures excellent standards of teaching, effective learning, high standards of achievement and excellent conduct.
- Manage the curriculum through reporting and assessment, implementation of changes, evaluation of teaching and pupil performance ensuring statutory requirements are met.



Bourn Church of England Primary Academy

Job Description (continued)

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| <ul style="list-style-type: none"> • Ensure that pupils develop study skills in order to learn more effectively and with increasing independence. |
| <ul style="list-style-type: none"> • Determine, implement and manage a policy for the personal, social and moral development of pupils. |
| <ul style="list-style-type: none"> • Determine, implement and manage policies, procedures and practices in accordance with statutory requirements. |
| <ul style="list-style-type: none"> • Determine, implement and manage positive strategies and programmes which ensure excellent pupil behaviour and discipline. |
| <ul style="list-style-type: none"> • Develop and maintain effective links with the community, parishes, suitable business and persons in order to extend the curriculum and enhance teaching and learning. |
| <ul style="list-style-type: none"> • Create and maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development. |
| <ul style="list-style-type: none"> • Promote extra-curricular activities in accordance with the educational aims of the School. |

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| Leading and Managing Staff |
| <ul style="list-style-type: none"> • Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment. |
| <ul style="list-style-type: none"> • Implement and maintain effective systems for the management of staff performance, incorporating performance management and target setting. |
| <ul style="list-style-type: none"> • Promote and monitor the continuing professional development of all staff. |
| <ul style="list-style-type: none"> • Manage the induction of newly qualified teachers (NQTs) in accordance with statutory requirements. |
| <ul style="list-style-type: none"> • Ensure that professional duties are fulfilled, as specified in the terms and conditions of service of teachers, including those of the Head Teacher. |
| <ul style="list-style-type: none"> • Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment. Participate in further training for this process if required. |
| <ul style="list-style-type: none"> • Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment. Participate in further training for this process if required. |
| <ul style="list-style-type: none"> • Continue the development of productive working relationships with Governors, Staff, pupils, parents/carers and the community. |



Bourn Church of England Primary Academy

Job Description (continued)

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| Effective Employment of Staff and Resources |
| <ul style="list-style-type: none"> Work with Governors and the Senior Management Team to plan human resourcing effectively including identifying skills and training needed, managing recruitment and retention, implementing change to meet the School's requirements. Make arrangements for the security and effective supervision of the school premises and contents. Set appropriate priorities for expenditure, allocation of funds and effective administration and control. Manage and organise the premises effectively to ensure it meets the needs of the School in order to deliver the curriculum, support the community and meet statutory requirements. Work with colleagues to employ and develop all staff effectively in order to maintain and improve the quality of education provided. Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money. |
| Accountability |
| <ul style="list-style-type: none"> Develop and maintain an organisation in which all staff recognise their accountability for the success of the School. Act as the Chief Accounting Officer for the academy trust, ensuring compliance with all aspects of the Academies Financial Handbook. Present a coherent and accurate account of the School's performance in a form appropriate to the range of audiences, including the Regional Schools Commissioner (RSC), OFSTED, governors, the Church of England, the local community and others to enable them to play their part effectively. Ensure that parents/carers and pupils are well informed about the curriculum, attainment, progress and about the contribution they can make in supporting their child's/their own learning. Provide information, objective advice and support to the Governing Body to enable it to meet its statutory responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money in line with the Funding Agreement. Carry out any such duties as may be reasonably required by the Governing Body. Ensure that the policies and procedures adopted by the Governing Body are fully implemented and followed by all staff. Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children. The Head Teacher is accountable for the management of health and safety and for the implementation of the School's health and safety policy. |



Bourn Church of England Primary Academy

Job Description (continued)

Safeguarding Children & Safer Recruitment

- Bourn Primary is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. In line with the statutory guidance (DfES, 2006) the Head Teacher, as Designated Lead for Safeguarding, will ensure the following:
- The policies and procedures adopted by the Governing Body are fully implemented and followed by all staff and visitors.
- Sufficient resources and time are allocated to enable staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed practices.
- Appropriate Safeguarding training is provided in a timely manner for those involved with the school.





Bourn Church of England Primary Academy

Headteacher Person Specification

COMPETENCIES, KNOWLEDGE, QUALIFICATIONS

These will be explored through the application and the interview process

| | Essential | Desirable |
|--|---|---|
| Qualifications & CPD Record | <ul style="list-style-type: none"> • Qualified Teacher Status and first degree (or equivalent) • CPD relevant to Headship | <ul style="list-style-type: none"> • NPQH |
| Employment Record | <ul style="list-style-type: none"> • Successful track record of leadership in the primary sector | <ul style="list-style-type: none"> • Experience of leading a school through OFSTED |

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| Personal Effectiveness | <ul style="list-style-type: none"> • Inspirational • Approachable • Able to identify, prioritise and resolve key issues • Committed to personal development • Resilience |
| Leading Pupil Achievement, Progress & Safety | <ul style="list-style-type: none"> • Prioritises pupil safeguarding, wellbeing and achievement • Is able to inspire all pupils • Has experience in developing effective strategies and creative responses to raising pupils' attainment and promoting pupil progress |
| Leading & Managing Staff | <ul style="list-style-type: none"> • Is positive and approachable and able to inspire and maintain high morale • Has experience of implementing structures and systems for appropriate delegation, monitoring and accountability • Is able to address and resolve problems |
| Leadership & Management of Curriculum | <ul style="list-style-type: none"> • Can demonstrate a depth of knowledge of the National Curriculum with an understanding of different models of curriculum delivery • Is able to develop effective and creative responses to curriculum issues • Is open-minded to new initiatives |



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Headteacher Person Specification

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| Managing Resources | <ul style="list-style-type: none"> • Has experience of managing finances effectively • Can demonstrate creative responses to staffing issues • Is innovative in promoting the use of the building and school site to support high quality learning |
| Stakeholders & The Local Community | <ul style="list-style-type: none"> • Is able to communicate with, inspire and motivate staff, parents/ carers, pupils and governors • Is committed to building and developing effective links with the school community, the local community and the church communities |
| Accountability & Governance | <ul style="list-style-type: none"> • Experience of forming effective partnerships with governors and other stakeholders including the DfE and EFA. • Ability to generate a school development plan • Has experience of implementing and managing the delivery of sustained improvements |
| Teaching | <ul style="list-style-type: none"> • Has substantial teaching experience across the Primary age range. • Is experienced in monitoring and evaluating all aspects of teaching and learning |
| Church Ethos | <ul style="list-style-type: none"> • Is willing to promote the distinctive Christian character of the School and maintain effective links with the local Church and Diocese. |





Bourn Church of England Primary Academy

The Application Process

The Application Process is being conducted by a team at Academicis, an executive search firm based in Cambridge. If you would like further information, or to arrange a school visit, please contact

Richard Lucas at Academicis on:

Switchboard: 01223 907 979

DDI: 01223 907 971

Email Richard Lucas' PA Charlotte Adams at cadams@academicis.co.uk

All applications are to be emailed to Charlotte Adams no later than Monday 17th of September 2018 at 12:00 Midday. Please use the Application Form available from Academicis

Please note the school can only make a decision whether to invite you to an interview based on the information that you provide on the application form. Please pay particular attention to the details set out in the Person Specification and illustrate your suitability for this post by detailing how your experience, skills and training meet the requirements.

Additionally, we would like you to address, in not more than 500 words, the following question:

How would you approach the task of leading Bourn Primary Academy: maintaining and improving the standard of provision for and achievement by the pupils?

Shortlisting will take place on Wednesday 19th of September 2018

Interviews will be held on Monday 24th of September 2018

We reserve the right to research applicants on social media platforms and the internet, and the Board of Governors may take this information into consideration during the recruitment process.

Please do not send a CV as they will not be considered.

