



We are looking for a **Headteacher (Primary)**

Closing Date for applications:
Sunday 14th April 2024 at midnight





Headteacher Recruitment Pack

Cotham Gardens Primary School

a Single Academy Trust

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Welcome from the Chair of the Trust Board

Dear prospective staff member,

Welcome to Cotham Gardens Primary School and thank you for your interest in our Headteacher position. We are thrilled that you are interested in applying to be the Headteacher at Cotham Gardens Primary School. Our senior leaders are pivotal to the continued development, growth and reputation of our school and we are very much looking forward to welcoming and working with the successful candidate.

Many schools lay claim to being unique, but at Cotham Gardens, we really are! We have a fantastically diverse community in the city of Bristol and the children at Cotham Gardens Primary School are the key asset to the school; their curiosity and inquisitiveness are infectious and are a delight to be around.

Cotham Gardens Primary School remains a “good” school following the section 8 inspection in January 2023. However, we are expecting our next inspection to be a graded inspection (section 5), which is due by January 2025. There were many positive features in the last inspection letter and we are working hard to ensure that our curriculum is well sequenced and assessment is effective.

The children, parents, teachers and trustees are open to applications from experienced Headteachers who can further develop our school, and visits to our school for prospective candidates are both recommended and warmly welcomed. To make arrangements, please contact Shellie Barwick at shellie.barwick@cothamgardens.co.uk or call 0117 377 2610.

If you are as passionate about education as we are, if you want to make a difference for children and their families and are up for the challenge afforded by this exciting Headteacher role, then we look forward to receiving your application.

We look forward to hearing from you.

With very best wishes

Sarah Williams
Chair of the Trust Board
Cotham Gardens Primary School



Cotham Gardens Primary School

We are a single academy trust sitting at the heart of a diverse community in central Bristol. Our values are central to all aspects of school life and make our school a thriving and harmonious place to learn and work.

At Cotham Gardens Primary School we take a caring, creative, and holistic approach to nurturing and educating children. Our aim is to encourage and inspire all children in our care to be the best they can be. Our collaborative approach to their education encourages them to be responsible, resilient, confident, compassionate, open-minded, and happy citizens of the world.

Trustees and staff want the children at Cotham Gardens Primary School to enjoy their school journey, discover their individual strengths and motivations, respect and celebrate each other's individuality, and develop a lifelong love of learning.

All stakeholders of the school can have a say on strategic decisions via our various forums. The guiding principles for the whole school community stem from our six values and three basic golden rules.

Our values:

- Self-help – we help everyone to help themselves
- Self-responsibility – it is up to us to make good choices
- Democracy – we listen to each other and value what everyone says
- Equality – we are all given the same chances to do our best
- Equity – we make sure everyone is treated equally and fairly
- Solidarity – we stick together

Our Golden Rules:

- Be kind
- Be responsible
- Try your best



Our parents and our community

Our passionate network of parents is fully involved in supporting their children's school vision. Parents are responsible, realistic, and want the best for all our children. Parents are encouraged to support the work of the school and to work in partnership to maximise opportunities for staff and students.

We also have a strong PTAF who add significant value to the school through their fundraising and support.

Bristol is undoubtedly one of the most vibrant cities in the UK. With its rich maritime history as one of the country's largest ports for over a century, Bristol is a network of architectural, historical and cultural offerings. Bristol's economy is impressive with major financial institutions, large aeronautics production, Portishead ports, and industry in both the production and service sectors.

In addition the city enjoys a diverse artistic and cultural calendar with theatres, live music venues and a plethora of festivals throughout the year – no wonder we're regularly ranked among the top places to live in the UK.





Our philosophy as an employer

Our overarching aim and vision is for our school to deliver an exceptional education for children and young people, ensuring that learners have access to the highest standards of teaching, resources and learning opportunities.

We live in a demanding educational landscape that brings with it challenges, but also opportunities. We are excited by the opportunities for talented and inspirational educators and professional support staff to make an impact and create a powerful legacy.

We seek applicants for our roles who can align with our vision and have the talent, drive and determination to deliver that vision successfully.

We think our roles offer challenge and opportunity. It is a great privilege to design and develop a 21st century education and we seek to inspire our learners throughout their educational journey. We are looking for leaders who can lead and deliver an exceptional education for the young people in our care.

Safeguarding children and Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Cotham Gardens Primary School will ensure that:

- The policies and procedures adopted by the Board of Trustees are fully implemented and followed by all staff.
- 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.
- 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 'whistleblowing' practices.
- Children and young people are educated about the benefits, risks and responsibilities of using information technology as highlighted by e-Safety.



The role of governance at Cotham Gardens Primary School

As a Single Academy Trust, governance is overseen by a Board of Trustees. Our main role is to provide the strategic direction for the school and provide support and challenge for the Headteacher and the staff – the phrase often used to describe this role is ‘a critical friend’. We help them to set and reach targets and to strive for excellence across the whole spectrum of school life.

The Board also has sub-committees: The School Improvement and Staffing Committee and The Audit, Risk and Resources Committee.

The School Improvement Committee has particular responsibilities for:

- Ensuring that all learners at the school have access to a high-quality education in line with the shared mission and vision.
- Monitoring the implementation of the school’s SIP, ensuring that it is delivering against agreed strategic and local objectives; moving the school and Trust as a whole towards achieving and sustaining a regulatory judgement of outstanding in all areas.
- Ensuring that the academic and well-being needs of learners are being met effectively through the delivery of a broad and balanced curriculum which, through the use of personalised, developmental support which helps to maximise each learner’s success and enjoyment.
- Ensuring all learners are safeguarded.
- Ensuring that the well-being needs of staff are met.
- Ensuring that strategies are in place that enable the school to secure its full collective published admission number (PAN).

The Audit, Risk and Resources Committee has particular responsibilities for:

- Compliance with the Academy Trust Handbook.
- Internal and external audits.
- Overseeing the finances including budget forecasting and procurement.
- Overseeing Risk Management.
- Ensuring Health and Safety is monitored and meets regulatory requirements.

Both Committees meet at least once every term and are subject to agreed Terms of Reference and a documented Scheme of Delegation with ultimate responsibility remaining with the Board of Trustees.

Alongside the Board Committees sits a Parents and Carers Forum, which helps provide local knowledge and information about how well the school is meeting the needs of its pupils for the Board.

We are committed to providing an excellent environment for all pupils to enjoy during their time at our school.



Job Description and Person Specification

Headteacher of Cotham Gardens Primary School

Salary: L19 – L23 (£73,508 - £81,070)

Job Title: Headteacher

Responsible to: The Board of Trustees

Responsible for: The Headteacher carries out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document and the National Standards of Excellence for Headteachers with specific reference to the achievement of the four 'Excellence as Standard' domains.

Main purpose

The Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively

Qualities

The Headteacher will:

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

Duties and responsibilities

School culture and behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life



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

Teaching, curriculum and assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence and underpinned by a clear vision for effective pedagogy
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read effectively

Additional and special educational needs (SEN) and disabilities

The Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload



- Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The Headteacher will:

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

Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Be the Accounting Officer for the Trust
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Work in partnership with the Parent and Carer Forum

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The post holder may be required to do other duties apropos.



Cotham Gardens Primary School

Headteacher – Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Evidence of advanced professional study (eg NPSQL, NPQH etc) 	<ul style="list-style-type: none"> • Completed national professional qualification for headship (NPQH) • Postgraduate study
Experience	<ul style="list-style-type: none"> • Evidence of successful leadership and management experience in a school • Teaching experience in two or more key stages • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development 	<ul style="list-style-type: none"> • Sustained successful leadership and management experience in a school in more than one setting • At least 10 years teaching experience in a range of key stages/settings
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships 	<ul style="list-style-type: none"> • Experience of strategic leadership outside of your workplace (eg governance)



Personal qualities	<ul style="list-style-type: none">• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	
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