



# Head of School Information Pack

September 2018



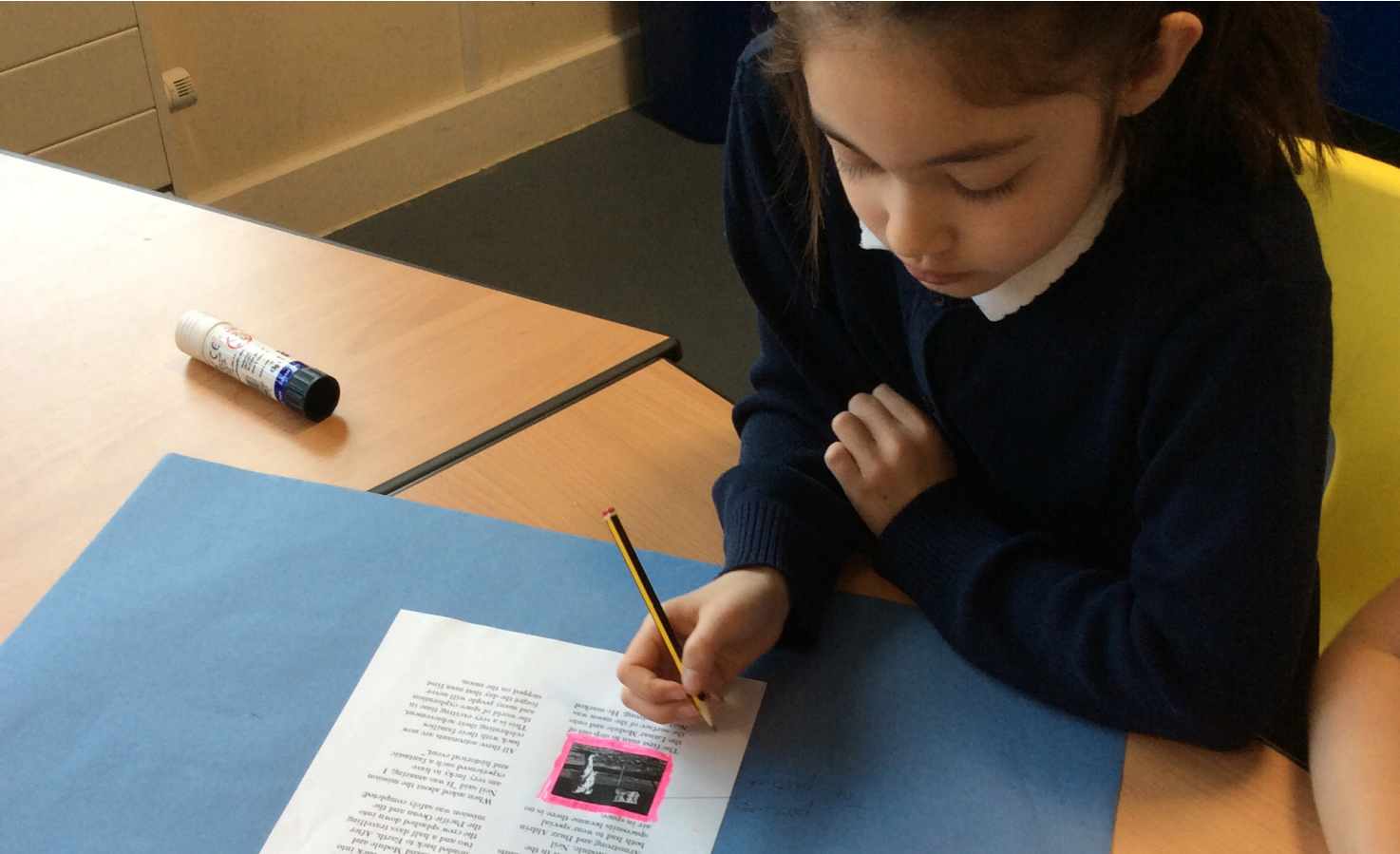
Hampton Lakes Primary School  
Hampton East, Peterborough

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# Additional Information

Hampton College Primary Phase Prospectus

# Letter from Executive Headteacher

September 2018

Dear Applicant

Thank you for requesting details for the position of Head of School at Hampton Lakes Primary School. This is a unique and exciting opportunity for a person with substantial senior leadership experience. The role involves the operational and strategic leadership of the new primary school (Hampton Lakes) due to open in September 2019. The appointment is from April 2019, to allow the successful candidate to be involved with pre-opening planning and liaison with nursery/ pre-school settings.

We are looking to recruit an enthusiastic, committed and resilient person, who will be a highly visible leader and the public face of the new school. The role encompasses many of the duties of a traditional primary headship, but will also function within our innovative cross-phase and multi-academy trust structure. As the leader of this new free school, community liaison and pupil recruitment will be important focuses in the opening years, as will establishing Outstanding teaching and learning from the outset.

You will work closely with me, the trust, the governors and Hampton Lakes staff, as they are appointed. You will benefit from working with a strong team of teachers and support staff (either newly appointed or transferring from across the trust) in a purpose built, exceptional learning environment. In the first two terms of operation, the children and staff will be based at Hampton College Primary Phase, while the new building is completed, and will then move into the new school building in the summer term 2020.

The post is suitable for someone who already has headship experience, or could be an outstanding professional development opportunity for a Deputy seeking their first headship.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton College secondary and primary phases, Hampton Gardens School and the Hampton Academies Trust. I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any queries or would like to arrange a visit to meet me and view plans for the school before the application deadline, please contact the HR Department on 01733 246824.

Yours sincerely

  
Helen Price  
Executive Headteacher



# Vision and Values



## Vision and Values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

### We value people:

- Our schools will be welcoming places, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to HAT schools to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child’s education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

### We value learning:

- HAT schools will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

### We value positive behaviour:

- HAT schools will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the HAT school community to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at HAT schools.

### We value health:

- HAT schools will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, HAT will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto HAT premises, or on school visits.

### We value leadership:

- HAT schools will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

### We value our community:

- HAT schools will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- HAT schools will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

### We value our environment:

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

### We value the future:

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.



# Information about Hampton Lakes

## Hampton Academies Trust

The Hampton Academies Trust was formed in September 2014 when Hampton College (a 4-19 all-through school) became a converter academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2017 we opened Hampton Gardens as a new secondary free school. Hampton Lakes Primary School is scheduled to open in 2019 and will be a feeder school for Hampton Gardens. This means that we have the exciting opportunity to plan to work with children, young people and their families from the ages of 4 through to 19.

Our vision is to be an outstanding locality based, cross -phase MAT. We are growing our MAT steadily and are in the process of bidding to open the second new primary to the east of the A15 in the latest free school round (Wave 13). The name of the trust reflects our local focus and we have no current plans to expand our operations beyond the Peterborough area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

We believe that developing in this way will enable us to provide an excellent education for the children and young people of the area, as well as offering our staff unrivalled promotion and professional development opportunities.

## Hampton Lakes Primary School



Hampton Lakes will be a 4-11 primary free school, which will open in September 2019 to an initial intake of 30 children in reception. From 2020 the school's PAN will rise to 60 and we will grow into a two form of entry primary school, with 420 children. There will be on-site nursery provision, with 26 places, which we anticipate will open in September 2020 and will be delivered by an external provider.

The school had been due to be built by Carillion PLC. Following the collapse of Carillion the trust has been working with Peterborough City Council to re-tender the construction contract. We already have the plans for the school, which has been designed by the same architects as Hampton Gardens School (Frank Shaw Architects). As the building will now not be ready in time for the opening of the school, we have arranged to take in 30 children in September and accommodate them on the site of our existing primary, Hampton College Primary Phase. Once we are in the new building we will rise to two form entry and it is possible that we will be asked by PCC to accelerate our growth in numbers, according to local demand.

## Hampton Lakes Facilities

Hampton Lakes will move to brand new purpose built accommodation in late spring/ early summer 2020. The state of the art school buildings and grounds include the following design features:

- A hall suitable for assemblies, performance work, PE, student dining and out of hours community use
- A library/learning resource centre at the heart of the school
- Spacious outdoor spaces and a green campus
- Classrooms organised into year bases, with dedicated toilets and cloakrooms
- A practical work classroom suitable for Science, Technology, Food and Art
- Purpose built nursery accommodation

## Hampton College

Hampton College was the first school in the Hampton Academies Trust and has been open for thirteen years. The College has enjoyed a high degree of success both in terms of public examination results and recognition from Ofsted (four full inspections all Outstanding or Good).

The College opened in September 2005 with a roll of just 180 students in Years 7 and 8. In September 2009 we welcomed our first cohort of Sixth Form students and from September 2010 our secondary school was complete with students in all Years from 7-13.

The current roll at Hampton College is 1530, including 420 in Primary Phase and approximately 175 in the Sixth Form.





## Hampton College Primary Phase

In order to meet the unprecedented demand for primary places on the Hampton development, the Local Authority asked Hampton College to open the Primary Phase a year early, in September 2012, on the site of Hampton Hargate Primary School. A brand primary school building opened in September 2013, next to the secondary phase's campus. In September 2018 the Primary Phase has reached its full capacity, serving the full primary age range, with 420 primary students on roll.

The model for the primary phase's growth, one year at a time, is exactly how Hampton Lakes will grow, although there remains some flexibility to accelerate this in the light of local demand. We believe we have been innovative in relation to teaching and learning and have been piloting ways of working which encourage primary and secondary teachers to work together. A number of colleagues already teach or support across phases and we anticipate this will increase further as the trust grows.

## Hampton Gardens School



Hampton Gardens opened in September 2017 as a new secondary free school. The school initially opened with a small staff and 180 Year 7 students. From September 2018, the school has 390 KS3 students on roll and 25 Year 12 students, who are part of the joint Sixth Form with Hampton College. The school currently self-evaluates its provision as Good with Outstanding features and we expect our first post-opening Ofsted inspection during 2020.

### Vision and Values

Since opening the trust's first school, Hampton College, we have emphasised two key themes: 'People' and 'Learning'. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work.

### Ofsted

It is the trust's aspiration that all of its schools are, or are working towards being rated as Outstanding by Ofsted. Hampton College is currently Good (at all phases, last inspection May 2017), and we are clear that the expectation for Hampton Gardens is that it should be Outstanding from the outset. Hampton Lakes Primary School will be well placed to develop Outstanding practice from its inception and the trust's expectations will be aspirational from the very beginning.

### Curriculum

Hampton College Primary Phase has well developed schemes of work across the primary age range. The Head of School at Hampton Lakes will be able to work with trust colleagues to review, develop and refine the curriculum. Hampton College currently uses the Cornerstones Curriculum at KS1/2.

### Community

Hampton Lakes, together with Hampton Gardens School, will make an important contribution to putting 'heart and soul' into the new Hampton East development, and bringing the community together. We are a venue for learning and leisure and are developing a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our Hampton College campus.

## Head of School

This role encompasses many of the leadership duties associated with a traditional primary headship. We already have established Heads of School (Primary and Secondary Phases) at Hampton College and at Hampton Gardens. The Head of School will lead Hampton Lakes Primary School on a day to day basis, as well as developing the strategic direction of the school.

The Head of School will be line managed and supported by the Executive Headteacher.

### Key Senior Team Members at Trust Level

- Helen Price – Executive Headteacher, Hampton Academies Trust

Helen has been at HAT's first school, Hampton College, since it opened in 2005. She was the school's original Deputy Headteacher and took over as Headteacher in 2011. Helen transitioned fully to the Executive Headteacher function across the Trust in January 2017.

Getting the right person to lead Hampton Lakes Primary School is of paramount importance to Helen. She currently balances her time in each of the HAT schools, working with the Heads of School/senior leaders, working with the DfE's Free School Team, the Local Authority and architects on the Hampton Lakes project, and planning and bidding for future projects for the trust.

Helen will work closely with the successful candidate. She has extensive local, new school and school leadership experience. Whilst she started her career teaching and then leading in secondary schools, she has also been involved at leadership level in primary education since 2012 and is completing her own doctoral research into all-through education in conjunction with the Faculty of Education at Cambridge University.

- Caroline Behan – Finance Director (COO), Hampton Academies Trust

Caroline works closely with Helen at Trust level. She is a very experienced financial leader, and joined HAT from St John Fisher School in Peterborough in 2014. She is also highly experienced in the field of school new build project management and procurement.

Caroline is currently leading on all aspects of the project management of Hampton Lakes Primary School and she combines this with the financial leadership of the Trust. Thanks to her stewardship and robust financial governance, the Trust is secure financially. Caroline will be a key support to the Head of School in terms of financial planning and resource management.



# Information about Hampton Lakes

As a Free School, the Hampton Academies Trust is the admissions authority for Hampton Lakes Primary School.

Applications will be processed through the Peterborough City Council coordinated admissions scheme.

Hampton Lakes is a new primary free school, opening in September 2019 to serve the communities Hampton East and the existing Hampton development. The school will grow over time to include all primary year groups, but in September 2019 will be opening to Reception children only.

## Admission Number

The free school has an admission number of 30 for entry into Reception in 2019. This will rise to 60 in 2020 and all subsequent years.

The free school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the local authority will offer places at the free school to all those who have applied.

## Admissions Over-subscription Criteria

When the free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children living in catchment 1 with a sibling on roll at the time of admission.
3. Children living in catchment 2 with a sibling on roll at the time of admission.
4. Children living in catchment 1 (Hampton East).
5. Children living in catchment 2 (Hampton, west of A15).
6. Children of members of staff, who have filled a vacancy for which there is a demonstrable skills shortage.
7. Other children with a sibling on roll at the time of admission.
8. Other children.



# Job Description

Post title:	HEAD OF SCHOOL
Grade:	L15-L19
Main purpose:	The core purpose of the Head of School is to provide effective leadership and management for Hampton Lakes Primary School.
Responsible to:	Executive Headteacher / Local Governing Body / Trust

## The Head of School will:

- Effectively manage teaching and learning at Hampton Lakes to secure outstanding provision.
- Promote excellence, equality and high expectations for all pupils.
- Provide vision, leadership and direction to Hampton Lake.
- Evaluate the school's performance, identify priorities for continuous improvement and provide strategic leadership to secure these.
- Deploy resources in an effective manner to support excellent outcomes.
- Develop positive relationships and engagement of the wider community, including local Hampton Primary Schools, as well as liaising closely with the other HAT schools.
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils, including managing student behaviour
- Work effectively with the trust Executive Headteacher, Senior Leadership Team, Trust Directors and the local Hampton Lakes Governing Body.

## Main Responsibilities

### Strategic Development and Leadership

1. Work with the Executive Headteacher, Governing Body and other relevant stakeholders to create a shared vision and strategic plan to develop Hampton Lakes in line with the trust's core aims and values.
2. Be responsible for the Hampton Lakes aspects of the overall trust Improvement Plan, using appropriate data to understand the strengths and weaknesses of the school.
3. Combine the outcomes of regular school self-review with external evaluations in order to develop the school.
4. Analyse and plan for the future needs of Hampton Lakes.
5. Maximise the educational opportunities arising from the unique context of the school and trust.
6. Provide strategic leadership in a manner that inspires, challenges, motivates and empowers others to deliver the vision for the school and the overall Trust.

### Curriculum

1. Determine, implement and review a broad curriculum, ensuring its breadth, balance, relevance and effectiveness for all pupils.

### Teaching and Learning

1. Be responsible for ensuring the high quality of teaching and learning within a successful learning culture.
2. Demonstrate the principles and practice of effective teaching and learning and contribute to active delivery in the classroom and/or lead teacher CPD, where necessary.
3. Monitor and evaluate the quality of teaching and learning.
4. Determine and implement any appropriate mechanisms to achieve continuous improvements in teaching and learning, thereby supporting improved pupil attainment and progress.

### Financial and Resource Management

1. In liaison with the trust's Director of Finance and the Executive Headteacher, manage the budget for the school.
2. Deploy Hampton Lake's resources effectively, to best support the success of the school.

### Staff Management

1. Develop effective relationships and communication which underpin a professional learning community that enables everyone who works at Hampton Lakes to achieve and thrive.
2. Foster an open, fair, equitable culture and manage conflict.
3. Develop, empower and sustain individuals and teams.
4. Collaborate and network with others within and beyond the school and trust.
5. Alongside the Trust HR service and other relevant colleagues, actively participate in recruitment and selection and other staffing matters in relation to Hampton Lakes, as appropriate.
6. Give and receive effective feedback and act to improve personal performance.

### Managing Pupil Matters

1. Cultivate an environment which promotes equality, respect and diversity.
2. Engage parents, carers and families to help children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being
3. Ensure you and the staff listen, question and respond to what is being communicated by children, young people and those caring for them
4. Demonstrate knowledge of the physical, intellectual, linguistic, social and emotional growth and development of children and young people.
5. Alongside the Trust HR service and other relevant colleagues, actively participate in recruitment and selection and other staffing matters in relation to Hampton Lakes, as appropriate.
6. Work successfully on a multi-agency basis.
7. To be child protection trained and act as one of the designated members of staff at Hampton Lakes (in the early years of operation).
8. To oversee behaviour management systems, to monitor pupil conduct, and liaise with the SLT and inform the Executive Headteacher over serious pupil behaviour matters and liaise with the Executive Headteacher in the (very rare) event of permanent exclusion/managed move.

### Staff Management

1. Foster a culture of collaborative working both within the school and amongst the local community.
2. Build and maintain effective relationships with parents, carers, partners, stakeholders and the local community, seeking and reflecting on feedback.
3. Forge links with pre-school and nursery settings, facilitating positive and mutually beneficial relationships.
4. Forge links with the trust's secondary schools/ phases and any other institution which is a secondary destination for our children.
5. Recognise the role of Hampton Lakes to enhance the well-being of all children and develop services to meet the needs of the community, e.g. Before/After School Clubs.

### Accountability

1. The Head of School will be accountable to the Executive Headteacher.
2. Lead the preparation for Ofsted inspections at Hampton Lakes and be accountable for the inspection judgements.
3. To be accountable for student achievement and progress at EYFS/KS1/KS2 at Hampton Lakes.

## General Notes

1. The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher;
2. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed;
3. These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the holder of the post.

*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).*

## Person Specification

### The Post: Head Of School

AF – Application Form

I – Interview

D – Documentation e.g. references, certificates etc.

	Essential	How Measured	Desirable	How Measured
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Degree</li><li>• Qualified Teacher Status</li><li>• Evidence of continuous professional development</li></ul>	AF & D AF & D AF & D	<ul style="list-style-type: none"><li>• NPQH or working towards</li><li>• Good Honours Degree (2.1 or above)</li><li>• Qualification in Educational Leadership</li></ul>	AF & D AF & D AF & D
<b>Experience</b>	<ul style="list-style-type: none"><li>• Significant experience of successful leadership within a Primary School either as a Headteacher, Deputy or a Senior Leader</li><li>• Proven track record in school improvement</li><li>• Experience of managing the curriculum</li><li>• Experience of managing staff in a manner that empowers them and encourages continuous professional development</li><li>• Experience of collaborative working and engagement with a school's wider community</li><li>• Experience of effective liaison with a Governing Body</li></ul>	AF & I  AF & I AF & I AF & I  AF & I AF & I	<ul style="list-style-type: none"><li>• Experience of working in a trust or managing a major change project</li></ul>	AF & I
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of the principles and practice of effective teaching and learning</li><li>• Evidence of knowledge and understanding of the EYFS/ Primary curriculum and curriculum change</li><li>• Secure knowledge of the changes to the assessment frameworks and the changing school performance metrics</li><li>• Secure understanding of how to analyse school performance data and effectively use it to inform school improvement</li><li>• Secure understanding of the statutory requirements of legislation concerning Equal Opportunities Health &amp; Safety, SEN and Child Protection</li></ul>	I  I  I  I  I		



	Essential	How Measured	Desirable	How Measured
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Knowledge of the positive links necessary within school and with all its stakeholders and how to best cultivate these</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Outstanding teaching skills</li> <li>Ability to generate and share a vision</li> <li>Ability to strategically plan in order to effectively secure appropriate school improvement priorities</li> <li>Ability to promote the school's aims positively and use effective strategies to monitor engagement, motivation and morale</li> <li>Ability to develop good personal relationships within a team</li> <li>Ability to establish and develop close relationships with parents, governors and the community</li> <li>Excellent communication skills (both orally and in writing) to a variety of audiences</li> <li>Ability to create a happy, challenging and effective learning environment</li> <li>Ability to devise and lead lively and interesting assemblies</li> <li>Strong organisational skills</li> <li>Excellent judgement and analytical and problem-solving skills</li> </ul>	           & AF         	<ul style="list-style-type: none"> <li>High order ICT skills</li> <li>Statistical expertise</li> </ul>	AF 
Personal Characteristics	<ul style="list-style-type: none"> <li>Commitment to building and fostering an outstanding school in line with the Trust's aims and ethos</li> <li>Approachable and Enthusiastic</li> <li>Cheerful disposition and good sense of humour</li> <li>Able to motivate self and others</li> <li>Calm under pressure and resilient</li> <li>Adaptable to change</li> <li>Innovative in approach</li> <li>Flexible</li> </ul>	             		



Head of School Job Summary

Title:	Head of School (Hampton Lakes Primary School)
Salary Range:	L15-L19
Employer:	Hampton Academies Trust
School Type:	Academy (4-11)
Location:	Hampton East, Peterborough
Contract Type:	Full Time
Contract Term:	Permanent
Start Date:	1 April 2019
Closing Date:	Monday 1 October 2018



# Recruitment Process

Application packs are available from our website [www.hamptonacademiestrust.org.uk](http://www.hamptonacademiestrust.org.uk) or by contacting the HR Department on 01733 246824

Please complete an application form, and also enclose a letter of application outlining how your skills and experience meet the requirements of the person specification. Applications should be sent to:

HR Department  
Hampton Academies Trust  
Eagle Way  
Hampton Vale  
Peterborough, PE7 8BF

OR apply by e-mail to [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)

Applications to arrive no later than 9.00am on Monday 1 October 2018.

Candidates who are to be invited for interview notified before Friday 5 October 2018.

Interviews will take place on Wednesday 10 October and Thursday 11 October 2018.







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Hampton Lakes  
Hampton East, Peterborough

Tel: 01733 246824 | Email: [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)  
Website: [www.hamptonacademiestrust.org.uk](http://www.hamptonacademiestrust.org.uk)