



Headteacher Recruitment Pack



Kettlefields School. Stetchworth Road , Dullingham, Newmarket, Suffolk CB8 9U

www.kettlefields.cambs.sch.uk Telephone 01638 508360

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Letter from the Chair

Thank you for your interest in the role of Headteacher at Kettlefields Primary School. Serving the adjoining villages of Dullingham and Stetchworth on the Cambridgeshire-Suffolk border, we are a friendly Cambridgeshire Local Authority school with 109 pupils, split across four classes.

We wish to recruit a permanent Headteacher from January 2020. In the meantime our Interim Headteacher and Deputy Headteacher continue to develop our improving school. We are proud to be at the heart of our local community, whilst also being an outward-looking school that prepares our pupils for success in life and inspires them to fulfil their potential.

We are looking for someone who embodies the values we look to instil in children here at Kettlefields. In addition to bringing your successful experience you will have the attitude, skills and knowledge that inspires pupils to better themselves every day and encourages and motivates the team of staff around you to do the same.

You will be comfortable forming strong relationships with parents, the village communities we serve and be keen to connect the school to wider developments in education, as part of a commitment to excellence throughout the school and continued professional development.

An Opportunity and an Exciting Challenge

Following a period of changes in leadership and staffing, Kettlefields was rated 'Requiring Improvement' by Ofsted earlier this year. Whilst outcomes remain high, progress for some pupils has not matched this attainment. The changes and difficulties in recruiting staff over recent years led to some turbulence and affected improvement. However, Ofsted recognised the school's capacity to improve and praised much of what has recently been put in place. There is now a committed and enthusiastic staff team in place, supported by an active Governing Body. The role of Headteacher, therefore, offers an exciting opportunity to join our school, making the role your own and leading the school on its continued journey of improvement.

Last, but not least, we believe working and learning at Kettlefields should be fun, enjoyable and diverse. The broad curriculum is enhanced by a range of enrichment activities and events. We hope you will find all the information you need in this pack, but please feel free to contact me or the school directly should you have any questions. We would welcome visits prior to application and we look forward to hearing from you.

Yours sincerely,

Anthea Kenna

Chair of Governors



Our School

A Great location

Kettlefields School is situated between Dullingham and Stetchworth, 14 miles east of Cambridge and 4 miles south of Newmarket in a pleasant rural environment yet with excellent transport links - Dullingham Station is on the rail line between Cambridge and Ipswich, Cambridge is 20 minutes away by train. The A11/M11 and A14 trunk roads are a few minutes drive away, giving very good road connections in all directions.

Our school is an integral part of a supportive local community, drawing children from the catchment area and beyond. We have good links with local pre-school groups including the Old School House Day Nursery (www.oshdn.co.uk) which provides pre-school care for a number of the children attending our school. The village also has an excellent community facility at the Ellesmere Centre (www.ellesmerecentre.org.uk). The Centre provides holiday clubs and activities for children, as well as linking the school to the community through fetes, shows and clubs. Being close to Newmarket, the School has good links to the horse racing

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industry and with the local farming community – children visit both activities.

A School on an Upward Path.

Kettlefields has experienced a number of staff changes, including head teachers, over the last few years and is currently without a substantive head teacher. We recently had an OFSTED inspection that rated the school as *Requiring Improvement* (<http://www.kettlefields.cambs.sch.uk/ofsted-reports/>). We recommend that you read the full report as it acknowledges the many strengths in the school and particularly that the governance and support is in place to continue the necessary improvement that has already been initiated. The inspector had many positive things to say about our school and clearly had high expectations. The Local Authority and the Governors and staff have been working for over a year to improve outcomes for pupils and build a cohesive and effective team. We believe that we have the staff and policies in place to make progress towards a Good inspection result on the return visit. Our view is that we are firmly on course to realise the full potential of our pupils– we now need a permanent head who will provide the strong leadership to support the school and encourage our existing team to deliver to their and the schools full potential.



Our Curriculum and Activities

As a school we take pride in the support we give to all children across the curriculum and through additional activities. We encourage sport and achieve excellent results County Competitions, belying our small size; we have obtained gold in the School Games. We offer a range of other opportunities, including music, French and STEM subjects plus visits from outside experts from local businesses and Cambridge University. Children regularly go on cultural visits (recent ones have included Cadbury's World, Harry Potter World, London Transport Museum, and Norwich Castle), theatrical performances and visits to local farms and the Horse Racing Museum. This complements strong core curriculum teaching which achieves a good level of attainment across the school. Our intake has low levels of social deprivation and we recognise the OFSTED inspector's emphasis on the need to use progress as a stronger metric to lead to better outcomes for our children. We are looking for a Headteacher who has the same expectations and will lead the school to achieve and exceed our targets.

Our Vision

Governors, Staff and parents have high ambitions for Kettlefields and know that our children have great potential that goes well beyond what the National Curriculum can offer – we are a small school with a settled catchment area with many parents in professional employment. Our proximity to Cambridge with the University and its many high tech spin-offs offers opportunities to bring outside expertise into the school, indeed many enterprises are keen to offer help to local primary schools if approached – we already benefit from this enthusiasm. These give us enormous advantages that already reflect in the achievements of our children, but we believe that there is more that could be done to give the children a broader experience and enhance their resilience and thinking skills. There is a tangible appetite to bring this about – you could be the person to lead it.

Dedicated and Committed Staff

Kettlefields currently has four classes: Reception/ Y1; Y1/Y2; Y3/Y4 and Y5/ Y6. The school supports its staff and encourages them to work for higher

qualifications and promotion. It is well resourced and offers a pleasant environment with an atmosphere of dedication from staff and pupils, where learning is creative and fun. We have a wonderful site with spacious grounds that offer plenty of opportunities for outdoor learning. Our excellent school meals are produced on site by a locally run company. Our PTFA is very active and works closely with the staff and Governors to support both small scale and longer term projects within the school, and runs regular events for the children. The Governing Body is highly supportive and committed to the school, not only in terms of promoting academic success but also the overall well-being of both staff and pupils. Many Governors play an active role within the school. In addition, the school benefits from the work of volunteers: ex-pupils, parents, grandparents and the community. Kettlefields offers a rich learning environment, but with plenty of opportunities for enhancement.

A Supportive Environment

At Kettlefields the Governors and Local Authority are committed to providing a supportive environment for all our staff. We have a very positive relationship with the Local Authority and will continue to work together to support our new Headteacher.

Governors will ensure that the new Headteacher receives a good induction to the school as well as attending the LA Induction Programme for new Headteachers. The school is signed up to the Primary Offer, which provides visits from a link Primary Adviser. Local Cluster activities, Leadership Briefings and the school's financial adviser are also available.



Our New Head Teacher

What Our Staff and Pupils Want



Job Description

The Headteacher is accountable to the Governing Body for the professional leadership, strategic direction and operational management of the School in order to ensure that the school's aims are implemented in accordance with the school improvement plan and the policies of the Governing Body. The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary. The Governing Body of the School is 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 the guidance and regulations which safeguard children and young people. (This appointment is subject to the provisions of the School Teachers' Pay and Conditions Document).

Key Responsibilities

Leadership and Management of Pupil Achievement, Progress and Safety

- Ensure that student safety is at the centre of all of the school's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all students/pupils can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on students/pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies which secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well being of students/pupils.

Leading and Managing Staff

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.

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- Ensure that all staff are engaged with the school's key priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.



Person Specification

| QUALIFICATIONS AND TRAINING | Essential (E) / Desirable (D) | Identified by |
|--|--------------------------------------|----------------------|
| Teaching qualification (e.g. PGCE) | E | Application form |
| First degree or equivalent | E | Application form |
| Evidence of recent, relevant professional development | E | Application form |
| Relevant higher degree or equivalent (e.g. M.Ed., DMS, etc.) | D | Application form |
| National Professional Qualification for Headship (NPQH) | D | Application form |

| QUALITIES AND KNOWLEDGE | Essential (E) / Desirable (D) | Identified by |
|--|--------------------------------------|---|
| 1. Demonstrable evidence of holding and being able to articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve. | E | Application form/selection process/ interview/ references |
| 2. Be able to demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community. | E | Application form/selection process/ interview/ references |
| 3. Experience of leading by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of the people around them. | E | Application form/selection process/ interview/ references |
| 4. Demonstrate you can sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development. | E | Application form/selection process/ interview/ references |
| 5. Experience of working with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context. | E | Application form/selection process/ interview/ references |
| 6. Proven ability to communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel. | E | |

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| PUPILS AND STAFF | Essential (E) / Desirable (D) | Identified by |
|---|--------------------------------------|---|
| 1. Demonstrable evidence of demanding 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. | E | Application form/selection process/ interview/ references |
| 2. Proven experience of securing excellent 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. | E | Application form/selection process/ interview/ references |
| 3. Proven ability of establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis. | E | Application form/selection process/ interview/ references |
| 4. Experience of creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other. | E | Application form/selection process/ interview/ references |
| 6. Successful track record of holding all staff to account for their professional conduct and practice. | E | Application form/selection process/ interview/ references |

| SYSTEMS AND PROCESS | Essential (E) / Desirable (D) | Identified by |
|--|--------------------------------------|---|
| 1. Able to demonstrate proficiency to ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. | E | Application form/selection process/ interview/ references |
| 2. Evidence of providing 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. | E | Application form/selection process/ interview/ references |
| 3. Knowledge and experience of establishing 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. | D | Application form/selection process/ interview/ references |
| 4. Demonstrable evidence of welcoming strong governance and actively supporting the governing | D | Application form/selection |

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| board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Head Teacher to account for pupil, staff and financial performance | | process/ interview/ references |
| 5. Knowledge and experience of exercising 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. | D | Application form/selection process/ interview/ references |
| 6. Proven ability to distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making. | E | Application form/selection process/ interview/ references |

| THE SELF-IMPROVING SCHOOL SYSTEM | Essential (E) / Desirable (D) | Identified by |
|--|--------------------------------------|---|
| 1. Evidence of creating outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils. | D | Application form/selection process/ interview/ references |
| 2. Proven ability to develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils. | E | Application form/selection process/ interview/ references |
| 3. Proven experience of challenging educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools. | E | Application form/selection process/ interview/ references |
| 4. Demonstrable knowledge of entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability. | D | Application form/selection process/ interview/ references |
| 5. Proven ability to 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 | E | Application form/selection process/ interview/ references |

Safeguarding and Equal Opportunities

Safeguarding

Our School is strongly committed to safeguarding and promoting the welfare of children and expects all staff, whether paid or voluntary, to share this commitment. The new Headteacher will be expected to uphold this commitment at all times and ensure that robust processes and practices are in place and followed in this regard. This post is subject to an enhanced DBS check and satisfactory references.

Equal Opportunities

Cambridgeshire County Council promotes equality of opportunity and will deal with any unlawful discrimination robustly. Job applicants and existing employees are protected from unlawful discrimination on the grounds of gender, age, disability, marital status, pregnancy, religion and belief, race, nationality and sexual orientation.

The Selection Process

Overview

We are recruiting a Head Teacher for Kettlefields Primary School who will ideally take up appointment in January 2020. This is a full time position. The starting salary will be Group 1, with a range of L11 – L18, with an additional relocation package of up to £4,000 available for a suitable candidate. Salary will be dependent on experience.

The Governing Body are committed to the continuing professional development of all staff and will seek to support the successful applicant as appropriate in their new role.

Visits to the school are warmly welcomed. To arrange a visit or if you have any other questions about the school, please contact our Clerk to the Governors, Mrs. Claire Addison on 01638 508360 or at CAddison@kettlefields.cambs.sch.uk.

Key Dates

The key dates for the selection and recruitment process are:

- Closing Date for Applications is 12 noon on Monday 9th September 2019.
- Shortlisting of Applicants will happen on the evening of Monday 9th September 2019. All candidates will be notified of the outcome of this meeting shortly afterwards.
- Interviews will take place on Thursday 19th September and Friday 20th September 2019. The interview will include a presentation, the subject of which will be advised upon invitation to interview.
- The decision and any potential offer will be made on Friday 20th September.

Please complete the application form in this pack and forward with a supporting letter to headship@epm.co.uk or to:

Education Personnel Management Ltd
St John's House
Spitfire Close
Ermine Business Park
Huntingdon