



# HEADTEACHER RECRUITMENT PACK

CONFIDENT LEARNING WITHOUT LIMITS



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## Application Information

Application deadline: Friday 25<sup>th</sup> January 2019

Shortlisting date: Wednesday 30<sup>th</sup> January

Interviews: Monday 4<sup>th</sup> & Tuesday 5<sup>th</sup> February

Contract: Full and permanent

Salary range: Salary: L15 – L21

Our school is fringe area, group 2

Number on role: c. 300

Start date: 1<sup>st</sup> September 2019

We very much welcome school visits by prospective candidates. Please contact the Clerk of Governors via email [clerk@cranleighprimary.surrey.sch.uk](mailto:clerk@cranleighprimary.surrey.sch.uk) or call our school on tel. 01483 273286 to arrange an appropriate time.

You can also visit our website [www.cranleighprimary.surrey.sch.uk](http://www.cranleighprimary.surrey.sch.uk) to learn more about our vibrant and forward-looking school.

## Letter from the Chair of Governors

Dear Applicant,

On behalf of the Governors, staff, children and parents, thank you for your interest in the position of Headteacher at Cranleigh Church of England Primary School. I have pleasure in enclosing an application pack that we've assembled to give you an insight into our school and an overview of the application process.

With the sad departure of our co-Headteachers, who have transformed our school over the past 5 years, our school is looking to appoint a new Headteacher to inspire the school community and continue our journey towards being rightfully recognised as an Outstanding School. We are looking for a Headteacher who is innovative and creative and able to quickly build strong and close relationships with staff, children, parents and the local community. We are all very proud of our school and the impact it has on the development of Cranleigh children, and we look to the new Headteacher to continue this legacy of nurturing the children's curiosity and ambition and feeding their appetite for learning.

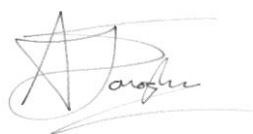
As the Chair of Governors, I am very fortunate to have such a strong team of Governors to draw on. Our members are drawn from a broad mix of backgrounds and is highly active in helping the school develop and progress. Members of the Governing Body are regularly in school; meeting with staff, speaking to the children in class or enjoying one of the many events the school puts on throughout the year. There is a strong relationship between the Governing Body and the co-Headteachers and Board meetings are open and collaborative, striving with common purpose to continuously improve the school.

As for the children at Cranleigh Primary, they are a source of immense pride and a huge credit to the school. Their behaviour is exemplary, which is reinforced by regular feedback from external visitors or events, and their attitude to learning is unparalleled. They are polite, considerate, confident, and motivated and the school has created an environment in which every child can flourish and achieve their full potential. The children take great pride in their school and their achievements, ownership of their learning and there is an all-encompassing sense of community and collaboration.

Finally, and most crucially, we have a team of incredibly dedicated, hardworking staff who are central to making Cranleigh Primary the culturally beautiful place it is. Back office staff, teachers and teaching support staff alike all brilliantly strive to make our school successful and have the children at the centre of everything they do.

I hope that this information pack gives you a flavour of what our school is like. I encourage you to come and visit to experience the welcoming culture that is Cranleigh Church of England Primary School and we would welcome the opportunity to show you around. Please contact Janet Adams, the Clerk to the Governors, on 01483 273286 to arrange a visit.

We look forward to seeing you soon.



Adam Donoghue  
Chair of Governors



*"I find the school cares as much about the children's emotional needs as well as their academic needs and it's a wonderful environment to learn in," Year 2 & Year 4 parent*





## Letter from the former co-Headteachers

Dear Prospective candidate,

Jointly between us we have given over 17 years of leadership to Cranleigh C of E Primary School. From the moment we stepped through the door we knew that this was a very special place to be. We consider ourselves very privileged to have had the opportunity to build fantastic relationships with our children, parents, staff, governors and the wider community.

Life at Cranleigh C of E Primary has been fast paced, challenging and extremely rewarding. Achieving three grades of outstanding in our Ofsted inspection in 2016 was a time to celebrate recognition of the journey the school has been on. The school continues to strive to be an Ofsted outstanding school as it also looks excitably at the possibility of a relocation.

We found leaving Cranleigh C of E Primary and its community exceptionally hard but felt that the time was right for us both to move on to different and new challenges. You are very welcome to visit this fantastic school to come and see for yourself what a truly special place it is.

Yours sincerely



Mrs Sarah Albery and Mrs Jo Leatham

*Former co-Headteachers*



*"Thank you for making my child's experience of school such that she is so engaged,"  
Reception parent*





## School information

Cranleigh Primary is a through primary school with an attached 10 place CoIN Centre. We are split over two sites: one form entry at lower school (EYFS, KS1 and CoIN) and two form entry at upper school (KS2).

The school offers a Christian teaching and learning environment of the highest quality to children between the ages of four and eleven. Cranleigh Primary serves a large section of the Cranleigh community. Pupils at our school come from Cranleigh and the surrounding villages. Cranleigh Primary is a school where every child is valued. Within this happy and caring school community each child is encouraged to achieve his/ her potential. Our Christian values are very much lived out in the day to day life of our school and are evident in the behaviour and attitudes of the whole school community.

## Mission and Ethos

As a church school we believe that our role is to educate the whole child and that the spiritual growth of our children is as important as their academic development. We have a well-planned curriculum that embraces spiritual, moral, social and cultural development and we aim to serve our community by providing an education of the highest quality within a framework of Christian belief and values.

Our school is rooted in Christian beliefs and these Christian principles permeate everything we do:

1. Love the Lord your God
2. Love your neighbour as yourself

In upholding these principles, we aim to develop the following Christian values in our children and in our day to day lives:

- Friendship
- Hope
- Forgiveness
- Thankfulness
- Compassion
- Endurance

These Christian values underpin the curriculum and reflect our school's commitment to developing all aspects of our pupils' lives.

In order to achieve our mission, we aim to ensure that our children will be respectful and productive members of the community, upholding the Christian ethos of the school whilst respecting their own cultures and spiritual beliefs and those of other people.



*"Each child is treated as an individual, they are allowed to be themselves even if outside the 'normal' box," Year 1 parent*



At Cranleigh C of E Primary School, we aim for our children to have high expectations and self-belief to enable them to fulfil their potential.

This is the philosophy of how we want our children to work and learn, by showing:

- Resilience - persevere and learn from their mistakes
- Resourcefulness - be equipped with the skills to fully participate in an ever-changing world
- Reasoning - be able to think and problem solve independently
- Reflective - reflect on their learning and seek to extend themselves mentally, physically and spiritually so they develop an understanding and respect for the environment and God's creation
- Risk taking - so they can develop inquisitive minds, a spirit of curiosity and a passion for learning through having the courage and confidence to take calculated risks

## Staff

We have a committed and dedicated staff across all areas, from senior leaders, teachers, teaching assistants and support team, who all put the children at the heart of everything they do.

The team consists of:

- An interim Headteacher and a Deputy Head teacher (SENCo)
- An SLT team including the above, a member of staff from the upper and lower school, the School Business Manager and an HLTA
- 12 Full time teachers
- Pupil Development Leader
- 4 HLTAs and 13 teaching assistants
- Lunchtime staff
- 5 Office staff
- 1 Premises manager



*"This school has made my child come on leaps & bounds. She is so happy. I'm so proud of her progress," Reception parent*



## Governing body structure

Governors are actively engaged in School life and regularly support the pupils and staff at events and with School visits. The full Governing Body meets once a term and there are additional Finance committee and other meetings as required.

Chair	Adam Donoghue	Governor for 8 years and parent of 3 children at Cranleigh Primary
Vice Chair	Andy Turnbull	Experienced Governor and Youth & Children's Pastor at Cranleigh Baptist Church
Parent Governor	Ruth Bellamy	New Governor
Co-Opted Governor	Tessa Church	Governor for 1 year, HLTA and parent of 1 child at Cranleigh Primary
Parent Governor	David Futchter	Governor for 1 year and parent of 1 child at Cranleigh Primary
Parent Governor	Cameron Grant	New Governor
Staff Governor	Darren Heatley	Deputy Head
Co-Opted Governor	Marcus lafrate	Governor for 2 years and local businessman
Chair of Finance	Steve Morris	Governor for 4 years and parent of 1 child at Cranleigh Primary
Foundation Governor	Rev'd Tim Lewis	Governor for 4 years and parent of 2 children at Cranleigh Primary
Foundation Governor	Rev'd Roy Woodhams	Rector at St Nicolas Parish Church (starting April 2019)





## Curriculum

This statement sets out the principles underpinning the curriculum and reflects our school's commitment to developing all aspects of our pupils' lives.

At Cranleigh C of E Primary School we aim for our children to:

- develop inquisitive minds, a spirit of curiosity and a passion for learning
- be equipped with the skills to fully participate in an ever-changing world
- be respectful and productive members of the community
- have high expectations and self-belief to enable them to fulfil their potential
- reflect on their learning and seek to extend themselves mentally, physically and spiritually
- uphold the Christian ethos of the school whilst respecting their own cultures and beliefs and those of other people
- persevere and learn from their mistakes
- develop an understanding and respect for the environment and God's creation
- have the courage and confidence to take calculated risks

This is the philosophy of how we want to work and learn. These aims underpin all of the learning that takes place in our school. The five outcomes of Every Child Matters: Being Healthy, Staying Safe, Enjoying and Achieving, Economic Well Being and Making a Contribution are reflected in each policy and procedure in our school.

## Organisation

The school is split over two sites and consist of:

### CoIN

Communication and Interaction Needs centre (CoIN) (*formerly known as a Speech and Language centre*) attached to the mainstream school, at lower school. We cater for up to 10 children in the class. These children range in age from 4 to 7 years (from Reception to Year 2). All children in the centre have a full EHCP (Education, Health Care Plan) and are placed by Surrey CC.

### EYFS

Reception class is based at lower school, where our Year R children start at Cranleigh Primary School at the beginning of the year in which they become five and follow the Early Years Foundation Stage. We usually take children from local nurseries and there is a successful induction programme in place.

### Key Stage One

These classes are at lower school and consist of a one-form entry at Year 1 and Year 2.

### Key Stage Two

These classes are based at upper school. We have eight classes from Year 3 to Year 6, with two classes for each year group. The year groups work very closely together to achieve consistency across the school.



Although the school is split across two sites, working together as a whole is very important. All classes get together for two assemblies a week, one at lower school and one at upper school. Prefects visit lower school daily to support the children at lunch and playtimes. Lower school join upper school for lunch once a week. This all helps the children to mix together across the ages and for the school to meet as a whole as often as possible.

## Pupil Achievement

	Attainment %					
EYFS	School		National			
	2017		2017			
	Exp		Exp			
Reading	87% inc coin/89% exc coin		78%			
Writing	84% inc coin/93% exc coin		73%			
Maths	87% inc coin/89% exc coin		79%			
GLD	76% (exc. CoIN) / 71% (inc. CoIN)		71%			
	Attainment %					
KS1	School		National			
	2017/18		2017/18			
	Exp	Exc	Exp	Exc		
Reading (TA)	74	36	76	25		
Maths (TA)	77	32	77	32		
Writing (TA)	74	23	68	16		
	Attainment %		Average scaled score			
KS2	School		National		School	National
	2017		2017		2017	2017
	Exp	Exc	Exp	Exc		
Reading	74	31	71	25	105	104
Spag	81	40	77	31	107	106
Maths	67	36	75	23	105	103
Writing (TA)	90	33	76	18	-	-



## A Pupil Introduction

Hello my name is Jessica. I have been at Cranleigh C of E Primary School since reception and I have loved every minute. I have learnt so much during my time at this school due to the dedication and hard work of the teachers. The lessons are always taught in an interesting and fun way which captures your attention and brings your topics to life. A good example of this is our Stunning Starts that we have at the beginning of each topic such as our trip to Marwell Zoo earlier this term. Our classrooms are always an interesting place to be in with colourful displays and role play areas where we can act out scenes from a book or film relevant to our topic. I still remember our circus role play in reception with the costumes to dress up in. I am able to challenge myself when learning by using the targets for success which push me to try things that may be outside my comfort zone and when I do this I feel it is a great achievement.

At Cranleigh Primary School we have 4 Golden Rules which we follow and these help us to make sure we are always doing the right thing and trying our hardest. There are also the 5 R's (resourceful, resilience, risk-taker, reflective and reasoning). These encourage us to persevere and keep trying when something is hard and to always try new things. As a church school we also have 6 Christian values. We focus on a different value each half term and these play an important part in how we treat each other at school.



Since I started here there have been many great trips and residential. This started in reception when we were lucky enough to go on a trip to the London Eye as part of our topic covering London 2012. This was very exciting. We have also been to the Sealife Centre, Greenwich Observatory, The Science Museum and lots of other interesting places. From Year 4 we are also able to go on residential Trips. In Year 4 we went to Juniper Hall in Dorking. I was a little apprehensive as this was my first time away from home but it was amazing. We participated in den building and orienteering and did animal trapping in the evening and caught a vole. In year 5 we went to PGL which was, in my opinion, the best trip ever. We got to experience lots of exciting activities such as a giant swing, quad biking, and a zip wire. In the evenings we had a disco which was great fun. We also did ambush. This year we will be going to CYE for a week. I am very excited but slightly nervous but I have heard it is fantastic.

Whilst at this school there are many opportunities to take on roles of responsibility. Each year, each class has an Eco-warrior and a school council representative. The role of an Eco – Warrior is to encourage saving electricity, recycling and coming up with ways to make the school eco-friendly. You also go on a trip to Sayers Croft. If you are a school councillor your role is to discuss ways of making the school better with your class mates and then taking those ideas to a meeting where you and other school councillors will discuss them. Also you will go on a trip to the Houses of Parliament which I went on in year 4 and was a great experience. These roles are voted for during our democracy day. Also in years 2 and 5 you can become a House captain where you are responsible for various duties. In year 5 you have the opportunity to apply to become a prefect. You are then invited to an interview and if you are successful you become a prefect. The prefects help around school fulfilling duties such as going to lower school to help at lunchtime. I am a prefect and I am loving being able to help and having the responsibility.

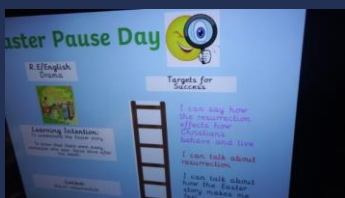


At this school there are a wide range of clubs such as dodgeball club and worship club. There is also a range of after school clubs which are great fun. Some of these clubs are Boogie Pumps and Ball Up, basketball. There is also the singing squad who









## Ofsted and SIAMS

### Ofsted

The school had its most recent Ofsted inspection in March 2016, at which point it was rated as Good with Outstanding features. This was a particular landmark for the school as it represented the first time in its history to have been rated at this level, with previous inspections rating the school as Satisfactory or Requiring Improvement. The school was rated across the 5 areas as follows:

Effectiveness of leadership and management – **Outstanding**

Quality of teaching, learning and assessment – **Good**

Personal development, behaviour and welfare – **Outstanding**

Outcomes for pupils – **Good**

Early years provision – **Outstanding**

Although this rating was a fabulous achievement, the school has not rested on its laurels and continues to strive to be recognised as an Outstanding school. In order to achieve that rating, the school is very clear that it needs to improve on the following areas:

- The precise use of assessment information by all teachers.
- Ensuring there is consistent outcomes across all groups.
- Providing more opportunities for pupil reasoning in maths.
- Providing more opportunities for pupils to make their own investigative decisions in science.

### SIAMS

The school had its most recent SIAMS inspection in June 2017, and was rated as Good overall. The inspector made the following observations about the school:

- This is a welcoming school where inclusion for all, including the most vulnerable, has a priority.
- The curriculum is shaped and influenced by the school's Christian character and this has a positive impact on learning and achievement.
- Values based learning lies at the heart of the school's ethos.
- Pupils' learning attitudes help to ensure that they are actively and purposefully engaged in their learning.
- Teachers work hard to provide a stimulating environment in which children learn.
- Governance has a positive impact on the school's improvement.
- Partnership with the local church is positive and provides opportunities to join together.
- Senior leaders and governors have accomplished a great deal in developing the Christian character. They are passionate about the school and care deeply about providing the very best for all concerns.



## Application Process

Please refer to the separate **Application Guidance & Pre-employment checks document** for full details of the process.

Candidates should complete the application form which includes space for a supporting statement. For each of the areas of the Person Specification, applicants should provide the evidence of how they fully or partially satisfy each requirement. Please do not restate the factual details already included elsewhere on the application form.

**Applications must be received by Friday 25<sup>th</sup> January 2019 to:**

Chair of Governors,  
Cranleigh Primary School,  
Parsonage Road,  
Cranleigh,  
Surrey.  
GU6 7AN

or by email to: [clerk@cranleighprimary.surrey.sch.uk](mailto:clerk@cranleighprimary.surrey.sch.uk)

## Receipt of Application

All applications will be acknowledged within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the recruitment team immediately on the email above.

## Postage

Insufficient postage occasionally leads to application forms being received after the closing date has passed. To avoid this, please ensure that you affix the correct postage to your application.

## Equality Monitoring

All applicants will be required to complete an Equality Monitoring form upon interview.

## Selection Procedure

The shortlist will be drawn up on Wednesday 30<sup>th</sup> January 2019 and the interviews will take place on Monday 4<sup>th</sup> and Tuesday 5<sup>th</sup> February 2019. Further details of the process will be sent to those candidates called for interview on **31<sup>st</sup> January** and those not successful will be advised within 3 working days. References for short-listed candidates will be taken up prior to interview.

Failure to send you application form to the above address or email may invalidate your application.

## Safer Recruitment

Cranleigh Primary School and Surrey County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



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