



Cleves School  
Learning Together



# Headteacher Candidate Pack

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# Welcome from the Chair of the Board of Trustees

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Dear Applicant,

I am delighted that you are interested in the position of Headteacher at Cleves. The successful applicant will be joining at an exciting time to take the school further forward following its award of "Outstanding" by Ofsted in 2022 and a challenge from the inspectors to become exceptional.

You can read more detail about the school's characteristics, strategic priorities, the skills that we are looking for in a Headteacher, in the following pages and on our website **[www.cleves.co.uk](http://www.cleves.co.uk)** - but here is a brief overview.

Cleves is an oversubscribed, friendly, six form entry junior school. We have excellent SATs results, enthusiastic and committed staff, well-behaved pupils, supportive parents, and fantastic facilities. Pupil and staff well-being are high on our agenda, and we are proud of our Well-Being Award. There has been much to celebrate in what has been achieved so far, but we are far from complacent, and it is intrinsic to our culture that we are always seeking to learn, to improve and to do even better.

We have a Memorandum of Understanding with our two infant feeder schools and agreed priorities, progress towards which is reviewed at termly meetings with the three chairs and headteachers. We also, from time to time, work in partnership with other schools, either to support or to learn, and we are always open to such opportunities.

We have a stable and loyal staff. Over the past ten years the school has had strong leadership from the Headteacher and Deputy Headteacher. The latter has now taken up a new part-time role in the school to focus on his passion for sport and our Headteacher intends to retire in Summer 2024. The Deputy Headteacher role is currently being filled until Easter, and longer if needed, by our two Assistant Headteachers, who are job-sharing. We also have a full-time Business Manager and a former business manager who works one day a week.

We are looking for a new Headteacher who has drive and a passion for education and is energised by the goal of helping us to be at the leading edge of what a junior school can offer and achieve. We are open to change and innovation and are already thinking about opportunities and challenges such as AI, sustainability and EDI - but most of all we are open to, and excited by, finding out what a new Headteacher thinks we can add to, or how we can improve on, what we offer now or how we operate.

If taking us on the next stage of our development sounds like an opportunity that you would find rewarding, then I would warmly encourage you to visit us so that you can see our school in action. We very much look forward to meeting you.

Yours sincerely,

Susan Foster  
**Chair of Trustees**



# About Cleves Junior School

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## Our location:

We are based on the outskirts of Weybridge, very close to the Walton-on-Thames boundary. Walton-on-Thames railway station is walking distance away. Weybridge is a busy, generally affluent residential town southwest of London, on the river Thames, and within the M25. It has a good rail service into London and elsewhere and is within easy reach of Heathrow and Gatwick. Guildford and Kingston are a relatively short drive away.

Weybridge itself has numerous eateries and coffee shops and some of the usual high street names, as well as a park, doctors' surgeries and a library. There are various options for clubs that offer leisure activities and miles of easy and scenic walking along side the river Thames and elsewhere, for example in the Surrey Hills, which are only a short drive away.

Walton-on-Thames has a large Xcel leisure centre with a 25-metre pool, indoor climbing and more besides. Walton also has a cinema and a theatre, and Addlestone, Guildford and Kingston all have cinemas and – in the case of the last two – theatres.

## Our vision:

Our vision is that all pupils leave Cleves inspired and equipped with the skills, knowledge and emotional wellbeing they need to take on the challenges of a changing and ever more competitive world.

## Trustees' four strategic intents 2021 – 2024:

- We will strive for academic excellence by providing a broad and engaging curriculum that inspires our children. Personalised teaching, strong support and extensive extra-curricular activities will ensure that every child can achieve their potential.
- We will create a safe and secure environment for all of our children and staff, with a focus on mental health and wellbeing, where each person feels equally included, valued and able to participate.
- We shall target our support for children with special educational needs and all children who are disadvantaged or in some way vulnerable so that we not only “close the gap” educationally, but also give these children a head-start in all aspects of their education and wider development.
- We shall build on existing partnerships and identify further opportunities to develop new partnerships or working relationships with other local schools; either to support other schools or to learn from them.

# About Cleves Junior School

## Our values:

We teach our children to have:

- Respect
- High Aspirations
- Kindness
- Perseverance
- Inclusiveness

## Our learning behaviours:

We encourage our children to be:

- Resilient
- Reflective
- Responsible
- Collaborative

|                                      |                                                                                                            |                   |
|--------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Type of school</b>                | Stand-alone academy since 2010                                                                             |                   |
| <b>Age range</b>                     | 7-11                                                                                                       |                   |
| <b>Location</b>                      | Weybridge (near the border with Walton on Thames)                                                          |                   |
| <b>Reserves (2022)</b>               | £873,000                                                                                                   |                   |
| <b>Other resources</b>               | Large playing fields<br>Large performance hall<br>Large sports hall<br>Some modern blocks, some more tired |                   |
| <b>Number of children on roll</b>    | 720                                                                                                        |                   |
| <b>Average class size</b>            | 30                                                                                                         |                   |
| <b>Attendance 2022/23</b>            | 96.23%                                                                                                     |                   |
| <b>No. of children with SEN 2023</b> |                                                                                                            |                   |
| <b>EHCPs</b>                         | 17                                                                                                         |                   |
| <b>SEND support</b>                  | 60                                                                                                         |                   |
| <b>No. of PP children 2023</b>       | 56                                                                                                         |                   |
| <b>No. of children on FSM 2023</b>   | 56                                                                                                         |                   |
| <b>No. of children with EAL 2023</b> | 93                                                                                                         |                   |
| <b>SATs results 2023</b>             | <b>Met %</b>                                                                                               | <b>Exceeded %</b> |
| <b>Reading</b>                       | 94                                                                                                         | 65                |
| <b>Writing</b>                       | 92                                                                                                         | 21                |
| <b>Maths</b>                         | 96                                                                                                         | 56                |
| <b>SPAG</b>                          | 94                                                                                                         | 61                |
| <b>RWM combined</b>                  | 86                                                                                                         | 18                |

Watch our School Tour video ▶

This was filmed for use during Covid, hence the children's introductory statement  
- we **DO** want you to visit us



**Cleves School**  
Learning Together



# About You

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## *If you can ...*

- Offer inspirational leadership skills
- Provide the drive and ability to help shape and deliver our future vision
- Empower us to become the learning hub at the centre of our community
- Guide us to the next level of achievement
- Make brave, evidence-based decisions
- Bring the whole community with you

## *We will offer...*

- A competitive salary and package
- A dedicated team of talented, caring, and conscientious staff
- Supportive families who enjoy being part of school life
- A Board of Trustees who will encourage and challenge you to excel

## *Please read on...*



# Headteacher Job Description

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**Salary:** £110,085 - £128,868 **Job type:** full time, permanent **Start date:** September 2024

## Main purpose of the job

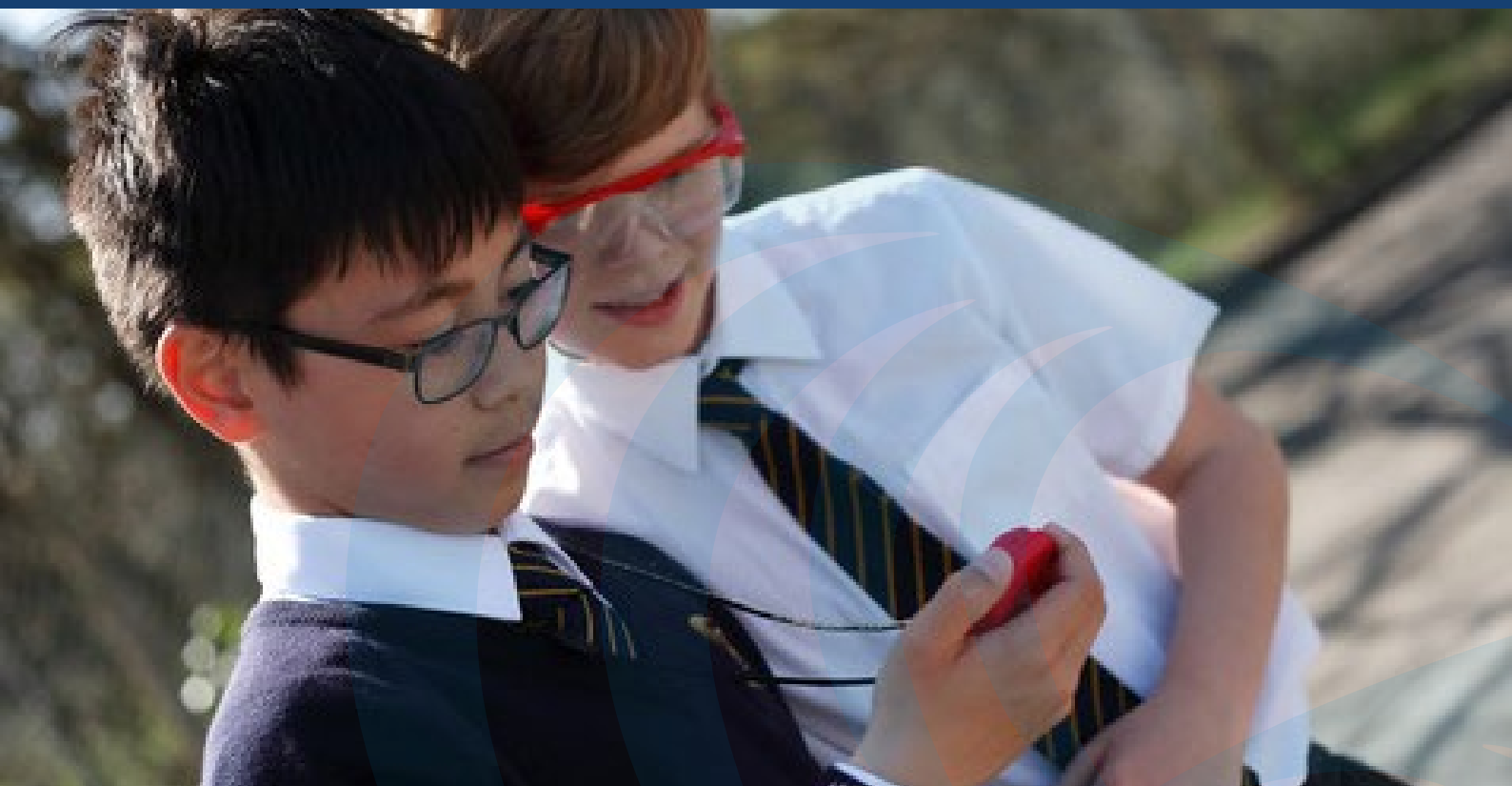
The Headteacher will have overall responsibility for the organisation, management and conduct of the school. They will provide leadership and strategic direction to ensure the achievement of the highest possible standards of education and care for all children and will help shape the school's future strategic direction.

## Duties

The duties outlined in this job description should be read in conjunction with those set out in the latest School Teachers' Pay and Conditions Document.

## Shape the future of Cleves

- Work with trustees to ensure that Cleves has a clear, relevant strategic vision and priorities that drive the School Development Plan
- Continue Cleves' tradition of being forward looking and innovative in identifying and seizing new opportunities to benefit Cleves' children
- Contribute to identifying how best to position Cleves in the local schools' community, taking account of national and local drivers
- Work with feeder schools to develop the best possible seven-year primary journey

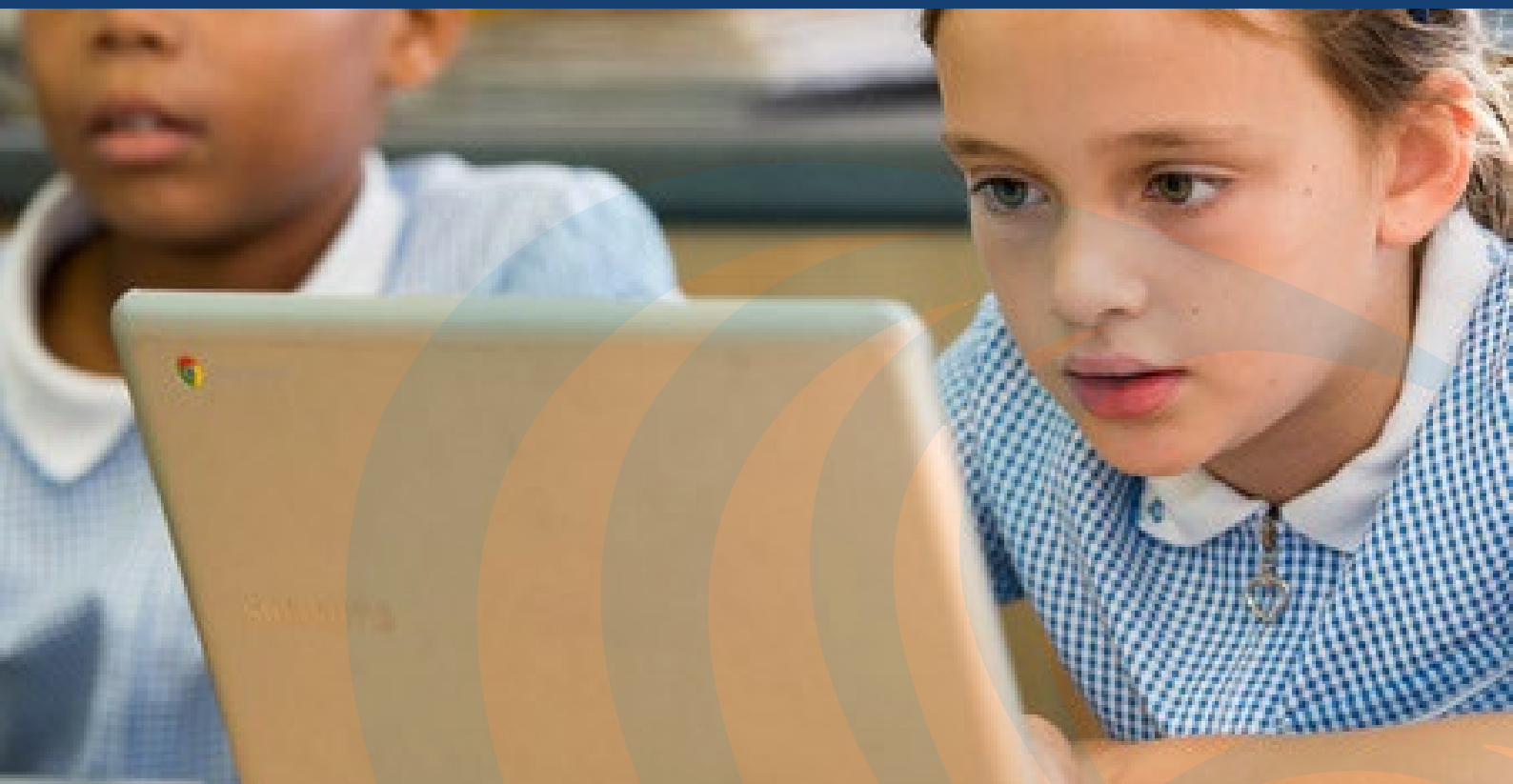


# Headteacher Job Description

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## Manage the organisation

- Propose appropriate priorities for expenditure within a balanced budget; be creative in securing income, and ensure effective and efficient financial and administrative in year control, in order to achieve the school's priorities and goals and provide value for money
- Work in partnership with staff and trustees to ensure that statutory requirements are met; and that the Strategic Plan is regularly monitored, evaluated and reviewed
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and all its facilities
- Recruit, retain and deploy staff appropriately in order to achieve the school's educational priorities and goals
- Maintain effective systems for safeguarding all pupils, working with external agencies as required
- Ensure effective systems are in place to support the well-being of all children and adults and meet all health and safety requirements



# Headteacher Job Description

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## Accountability

- Provide timely data analysis, information and advice to the Board of Trustees to enable it to meet its responsibilities
- Provide coherent and accurate accounts of the school's performance in a form appropriate to a range of audiences, including parents, trustees, the local community and Ofsted
- Promote a culture in which all staff recognise that they are both accountable and valued for the success of the school

## Strengthen community links

- Ensure that parents and pupils are well informed about the curriculum, attainment and progress, and encourage their involvement in the drive for school improvement and high achievement for all
- Use positive strategies for challenging and dealing with inequalities on any level; racial, other prejudices and harassment
- Develop effective partnerships with other primary and secondary schools, the Local Authority and the wider community to further pupil education, welfare and achievement
- Maintain the excellent reputation of the school in the community

# Headteacher Person Specification

| Selection Criteria                                                                                                                                                                       |                       |                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|
| Qualifications and Training                                                                                                                                                              |                       | Assessment method |
| It is essential for the applicant to have:                                                                                                                                               |                       |                   |
| Qualified Teacher Status (QTS)                                                                                                                                                           | Sight of certificates |                   |
| proven commitment to professional development in leadership and management, e.g. NPQH                                                                                                    | Sight of certificates |                   |
| Experience                                                                                                                                                                               |                       | Assessment method |
| It is essential for the applicant to have:                                                                                                                                               | Written application   | Assessment days   |
|                                                                                                                                                                                          |                       |                   |
| evidence of successful school leadership as a Headteacher                                                                                                                                | •                     | •                 |
| evidence of successful teaching experience in a primary school                                                                                                                           | •                     | •                 |
| experience of leading a Good or Outstanding [since Sept 2019] primary education                                                                                                          | •                     | •                 |
| experience of shaping strategic direction                                                                                                                                                | •                     | •                 |
| experience of managing a sizeable school                                                                                                                                                 | •                     | •                 |
| experience of personal responsibility for, and effective management of, financial and other resources                                                                                    | •                     | •                 |
| It is desirable for the applicant to have:                                                                                                                                               |                       |                   |
| experience of different schools                                                                                                                                                          | •                     | •                 |
| experience of Academies/Multi Academy Trusts                                                                                                                                             | •                     | •                 |
| experience of working in partnership with other schools                                                                                                                                  | •                     | •                 |
| an understanding of, and interest in, national and local education agendas                                                                                                               | •                     | •                 |
| Skills and Knowledge                                                                                                                                                                     |                       |                   |
| We would also like the applicant to have the following skills and knowledge:                                                                                                             |                       |                   |
| a well-informed understanding of children's development and learning, how teachers can best teach, and ways to enhance high standards                                                    | •                     | •                 |
| a thorough understanding of what constitutes an outstanding broad and balanced curriculum for all, including children with special needs and those who are disadvantaged in any way      | •                     | •                 |
| the drive and ability to adapt to, and manage, change, and take positive risks                                                                                                           | •                     | •                 |
| commitment to inclusivity and to putting safeguarding at the forefront for all members of the school community                                                                           | •                     | •                 |
| the ability to develop a supportive community                                                                                                                                            | •                     | •                 |
| excellent communication and interpersonal skills - and approachable for all members of the school community, skilled in listening to others                                              | •                     | •                 |
| the ability to empower, motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional development | •                     | •                 |
| able to provide timely and full information, support and advice to the Board of Trustees to enable it to meet its responsibilities                                                       | •                     | •                 |
| Personal Qualities:                                                                                                                                                                      |                       |                   |
| We are looking for someone who:                                                                                                                                                          |                       |                   |
| is dynamic, resourceful, resilient, self-aware and creative                                                                                                                              |                       | •                 |
| is passionate for every child to achieve their best                                                                                                                                      |                       | •                 |
| has high expectations of self and others                                                                                                                                                 |                       | •                 |
| is calm under pressure                                                                                                                                                                   |                       | •                 |
| is adaptable and used to a very busy, multi-faceted working environment                                                                                                                  | •                     | •                 |
| is always curious and keen to learn about education                                                                                                                                      |                       | •                 |
| Is approachable and supportive, whilst commanding respect                                                                                                                                |                       | •                 |
| excites us with their thoughts on the next steps of our journey                                                                                                                          |                       | •                 |

## Application Process

If you would like to discover more about this exciting opportunity, need any further information, have an informal discussion or arrange a visit then please contact our retained consultant at Academicis, **Caroline Olsen: [colsen@academicis.co.uk](mailto:colsen@academicis.co.uk)** or **01223 907979 / 07500 889504**

Please email your application to:

**Caroline Olsen: [colsen@academicis.co.uk](mailto:colsen@academicis.co.uk)**

**Closing date:** Monday 22nd January 2024

**Shortlisting date:** Thursday 1st February 2024

**Interviews:** Thursday 8th and Friday 9th February 2024

## Safeguarding

Cleves is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## Equality, diversity and inclusion

Cleves is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.