



December 2021

Dear Applicant,

I am delighted you are interested in the post of Headteacher at Wittering Primary School. This is a happy school which strives to continually develop and improve, and Governors seek to appoint an enthusiastic leader who will uphold the strong ethos of our school. The school was a founding member of the Soke Education Trust which believes that strong governance and leadership starts with the Local Governing Body and Head Teachers working in partnership, using their local knowledge, experience, and passion for the benefit of all their children.

We are aiming to appoint an inclusive leader who can motivate the staff team to drive the development of our school and maintain its excellent local reputation. Our Headteacher must be proactive and creative; a person who is able to inspire and lead colleagues and pupils to achieve the very best they can. Wittering Primary School is a consistently 'good' school well-rooted in the local village environment and we pride ourselves on being inclusive, offering a wide range of opportunities for all. We know strong leadership has been key to this continued success with the current Head Teacher in post for 10 years, delivering results from clear strategies.

Our children like learning here; they thrive on an energetic, challenging and inspiring curriculum delivered by a team of dedicated staff, many who have been with the school for many years and continue to teach with the same enthusiasm and innovation that they always have. Behaviour in our school is excellent and we have high expectations not just in learning but also in friendships, community spirit and resilience. We encourage every child to 'Learn to Fly High'.

Approximately half of our children are connected to the RAF base in the village; we do have higher turnover of pupils as a result, but we are praised and known for our ability and methods to support new arrivals and ensure the whole school community benefits from the relationship we have with the military. We also pride ourselves on our responsiveness to the educational needs of our children, always aiming for our children to learn in a normal classroom setting with the support they need including dedicated staff and facilities such as our sensory room.



The growth of the school is key to our financial security; we have a PAN of 420 and want to ensure more families choose us – we are also widening our marketing activity and are encouraged by new house building in the village. We have taken our 'before and after school club' in-house to provide an excellent standard of care and bring income; we are reviewing the business model for our families centre to ensure it is sustainable as it provides such valuable facilities for families here. The provision of high-quality education is a constant juggle of skills, resources and focus, and we aspire to appoint a new Leader to take us forward.

We welcome applications from individuals who wholeheartedly believe that they can lead the school on our exciting journey.

To arrange a conversation about the position, please contact Ben Wilding, Chief Executive of the Soke Education Trust ceo@sokeeducationtrust.co.uk or Jane Hunt, Chair of Local Governing Body j.hunt@wittering.peterborough.sch.uk

To arrange a visit, please contact School Business Manager Susanne Ecclestone, on 01780 782336

Further details about our school community can be found on the school website at www.wittering.peterborough.sch.uk

Thank you for your interest in our school – on behalf of the Recruitment Panel, we look forward to receiving your application.

Kind regards,

A handwritten signature in grey ink, appearing to read 'J. Hunt', is positioned above the printed name and title.

Jane Hunt
Chair of Governors

Context of Wittering Primary School:

- Our school sits in the village of Wittering and serves several local villages. There is a small number of children who attend from out of the catchment area. Due to the proximity of the RAF base approx. 48% of our pupils are from the service community (RAF, Army and Navy).
- We currently have 330 pupils on roll (PAN 420). There is some turbulence expected with the link to the armed forces, and we anticipate growth with a 190 house development in the village mid construction.
- There is a disproportionately high number of EHCP pupils on role. This puts a strain on school budgeting and makes staffing a challenge.
- School runs its own kitchen, breakfast/after school club and has a families centre (formerly a Children's Centre). All of these are owned and run by school.
- Current number of live Child Protection cases with a plan 0, CIN 0, EHA 20, LAC 5
- No LADO referrals in the last 12 terms
- Staffing remains very stable. One teacher retired last year and was replaced. Teaching assistants have changed due to number of children with EHCPs requiring support

Key facts

Age range:	Reception to Year 6
Children on roll:	330
Ofsted rating:	Good (Last inspected February 2016)
Pupil Premium:	47
Forces Premium:	170
EHCP:	14
SEN support:	36
Total staff FTE:	39
School category:	Academy (Soke Education Trust)

2019 results

EYFS – Good level of development 71%

Key Stage 1 – Maths: 76%. Writing: 69%. Reading: 80%.

Key Stage 2 – Maths: 91%. Writing: 82%. Reading: 86%. Combined 77%.

Key improvement or development priorities 2021/22

- Reading across the curriculum and in all year groups and stages, including elements of early reading
- Addressing gaps in children's knowledge following pandemic
- Disciplinary knowledge and substantive knowledge in spelling Y4/5 and elements of mathematics in Year 4
- Curriculum subject leadership – subject specific knowledge
- Quality of learning and progress in KS2 for Year 6 end points
- Attainment at different end points of each key stage, with special interest in children judged to be most capable of higher attainment
- Implementation of the new EYFS curriculum arrangements, including assessment and phonics programmes
- Families centre – management and business model



Soke Education Trust

Werrington Primary School
Amberley Slope
Werrington
Peterborough

Telephone 01733 571779

Trust email office@sokeeducationtrust.co.uk

Trust website www.sokeeducationtrust.co.uk

Chief Executive Officer Mr B Wilding

December 2021

Dear Applicant,

Thank you for considering the advertised Headteacher position at Wittering Primary School. It is my great pleasure to be able to share with you some details regarding Soke Education Trust. The Trust officially launched on January 1st 2018 having together, successfully completed a conversion process to become Academies and form a Multi Academy Trust (MAT) - known as Soke Education Trust. Soke Education Trust is a Primary School MAT which initially included Werrington Primary School, Wittering Primary School, John Clare Primary School and Gunthorpe Primary School.

On September 1st 2019 we were delighted to welcome Northborough Primary School into our Trust. This represented an exciting milestone in the further development of Soke Education Trust. The Trust's principles are based upon core moral leadership which places our children at the centre of everything that we do.

Our ambitions are to: **Sustain** high achievement, **Empower** confident learners and **Transform** the life opportunities for all.

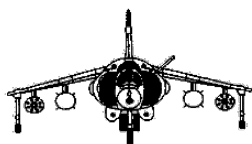
As a Headteacher within the Trust you will have access to wider support through the leadership group which includes Headteachers and Trustees. A dedicated programme of CEO - Headteacher support, Headteacher – leadership days hosted in turn by each school focused on their priorities and continuous reporting systems across the Trust. We have an established Trust CPD methodology through termly TeachMeets and recorded CPD as well as whole Trust training days which aim to inspire, enhance and engage. The English and Mathematics Leaders across the Trust work collaboratively to refine and support whole Trust development. We actively encourage and wherever possible facilitate a collaborative approach. Furthermore you will have access to the Trust Central Services and support which is available through the CFO – Chief Finance Officer. We have a very positive relationship with Peterborough LA and our contact with local schools is also very strong - the Trust is represented at School Forum as well as within the local Primary School Cluster.

The foundations of Soke Education Trust are built upon great leadership of our schools. Headteachers and Local Governing bodies who understand their school communities, work cohesively to inspire, nurture and support everyone to be their very best for all our children.

If you are successful in your application I can assure you that the Trust and the Local Governing Body will be there to support you in achieving the highest aspirations for the children and families at Wittering Primary School. Through upholding the many great traditions, maintaining the highest standards combined with your expert innovations - the future is exciting.

Thank you for taking the time to consider applying for the post of Headteacher at Wittering Primary School. I wish you every success in your application.

Ben Wilding - BEd Hons/NPQH
Chief Executive Officer



Wittering Primary School

HEADTEACHER JOB DESCRIPTION

The Headteacher at Wittering Primary School will lead, motivate and inspire pupils, staff, parents and the wider community, to ensure every pupil is confident in themselves, is respectful of others, and achieves to the best of their ability – our Head Teacher will ensure our children are 'Learning to Fly High'.

The Headteacher, together with the Local Governing Body (LGB), will be responsible for establishing and implementing the vision and direction for the School.

It is expected that the postholder will carry out their professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations, with due regard to the National Standards of Excellence.

Broadly, the responsibilities of the role are as detailed below:

1. Educational Leadership and Management

- 1.1. Ensure the welfare of children and young people is safeguarded and promoted in all elements of school life.
- 1.2. Set high educational standards and develop a shared experience of outstanding teaching and learning in the School
- 1.3. Determine, implement and review the curriculum to ensure breadth, balance and relevance to all pupils whatever their abilities, aptitudes and needs.
- 1.4. Determine, implement and monitor systems for monitoring and improving pupils' attainment and progress.
- 1.5. Determine and implement standards of behaviour and discipline.
- 1.6. Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the School, including the provision of cover for absent teachers.

2. Strategic Leadership and Management

- 2.1. Define and deliver the long-term vision and objectives of the School as agreed with the Local Governing Body.
- 2.2. Lead the School in partnership with the LGB and key leaders in the School.
- 2.3. Agree, communicate and deliver aspirational short and medium term aims within the context of the longer term vision.

3. Leadership and Management of Staff

- 3.1. Ensure a culture of working together to achieve high standards throughout the School.
- 3.2. Lead, motivate, deploy and manage staff.
- 3.3. Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions.
- 3.4. Lead the selection and appointment of high-quality staff, involving the Local Governing Body in line with Trust guidance.
- 3.5. Develop and implement policy and procedures for staff development, appraisal and support to ensure each member of staff achieves their best potential.

4. Financial and Business Management

- 4.1. Take the overall lead for the management of all the School's financial resources within the outlined Trust Scheme of Delegation, working alongside the LGB, Trust CFO, CEO and Trust Board as determined necessary.
- 4.2. Determine short, medium and long term priorities for the School having regard to any financial implications and the ability to meet these from foreseen income.
- 4.3. Develop and oversee the delivery of commercial and community services for the financial and wider benefit of the school and its families.
- 4.4. Advise and assist the Governing Body in the exercise of its functions.
- 4.5. Draft the school development plan for consideration by the Governing Body.
- 4.6. Support the Governing Body through the timely presentation of information including data and reports for consideration and decision-making purposes.
- 4.7. Ensure the development, maintenance, security and safety of the School buildings, grounds and equipment and that the site and facilities are utilised to their full value to the School.

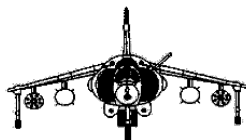
5. Links with the Community

- 5.1. Develop strong and effective partnerships with parents.
- 5.2. Establish and maintain communication with employers and links with supporting external agencies and the media, marketing the school to sustain and improve its reputation and appeal.
- 5.3. Represent the School to other groups and the local community.
- 5.4. Support and encourage the involvement of parents in the life and work of the School through the medium of the Parent Teacher Association and by other appropriate means.
- 5.5. Promote links with local primary schools and secondary Headteachers.
- 5.6. Represent the School within the Soke Education Trust and work collaboratively with other school leaders.

Reporting

The Headteacher will be responsible to the Local Governing Body and Trust Board for the leadership, conduct and management of the School, subject to any policies which the Department for Education and employment and the Governors may make. The Headteacher may be asked to undertake any duties in line with such policies and as may be reasonably expected of a school leader.

The job description is subject to annual review



Wittering Primary School
Headteacher
Person Specification
 Essential (E) Desirable (D)

Qualifications, Experience and Professional Development	E	D	Identified by
Successful substantive experience at Deputy Headteacher level or above	X		Application
Degree	X		Application
Qualified Teacher Status.	X		Application
Evidence of commitment to continued professional development with recent training on key areas in education	X		Application / Interview
Additional qualifications related to the role, which may include the National Professional Qualification for Headship		X	Application
Demonstrable success in a school leadership role, encompassing whole school responsibility	X		Application / Interview
Proven experience in raising standards, eg through target setting, data analysis and curriculum innovation.	X		Application / Interview
Strong experience in successfully leading and developing colleagues and building effective teams.	X		Application / Interview
Characteristics and Knowledge	E	D	
Hold and articulate clear values and moral purpose, demonstrated through leading by example.	X		Application / Interview
The ability to communicate a clear vision for how the school will continue to develop over the next three to five years.	X		Interview / Task
A detailed knowledge and understanding of current educational issues and school systems, locally and nationally.	X		Application / Interview
Thorough knowledge of the OFSTED inspection framework and how this translates into school life.	X		Application / Interview
Being a positive role model who develops and sustains effective relationships with children, parents, carers, partners and the community, which enhance and support learning.	X		Interview
Excellent communication skills, both written, oral and using IT to a variety of stakeholders, including the broader community.	X		Application / Interview
Quality of Education	E	D	
A solid understanding and experience of how young people learn, what high quality teaching and learning looks like and how to continue to raise standards for learners of all abilities.	X		Application / Interview

Experience of creating an effective learning environment and delivering successful behaviour management.	X		Application / Interview
A sound knowledge of the latest curriculum changes, underpinned by a clear understanding of the National Curriculum, leading to holistic learning experiences for children, which encompasses both personal development and academic achievement.	X		Application / Interview
The ability to enthuse, inspire, motivate and lead all staff, enabling them to carry out their roles effectively.	X		Application / Interview
The ability to demand ambitious standards for all learners and a determination to overcome disadvantage and ensure equality of opportunity.	X		Application / Interview
Instilling a strong sense of accountability in staff for their professional conduct, practice and the impact of their work on learners' outcomes.	X		Application / Interview
Create an ethos and learning culture where staff are motivated and supported to develop their own skills and subject knowledge and to support each other.	X		Application / Interview
A clear understanding of the importance of managing staff performance through fair and transparent processes that address any underperformance, recognise best practice and support staff to develop their skills and expertise.	X		Application / Interview
Effective data analysis skills to identify good practice and opportunities for improvement.	X		Application / Interview
A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning.	X		Application / Interview
Demonstrate a commitment to staff and learners' well-being.	X		Application / Interview
Leadership and Management	E	D	
A sound understanding and commitment to Safeguarding.	X		Application / Interview / Reference
Good understanding of management functions including budget, finance, marketing, human resources and how to achieve value for money and generate income.	X		Interview / Task
Experience of developing and overseeing the operation of income generating activities.		X	
Knowledge and understanding of the education framework with the ability to ensure that the school systems, organisation, policies and processes are efficient and fit for purpose.	X		Interview
The ability to work closely with the local governing body and interface with the broader Trust Board to provide advice and guidance to enable it to meet its responsibilities.	X		Interview
Proven ability to lead by example with integrity, creativity, resilience and clarity drawing on own skills and expertise and those of other members of staff.	X		Interview
The drive and ability to manage change and to enthuse others in the process.	X		Interview