



## **HEADTEACHER CANDIDATE PACK**

<b>Type of Academy</b>	<b>Primary and Nursery</b>
<b>Age Range</b>	<b>3 -11 Years</b>
<b>Location</b>	<b>Kimberley, Notts</b>
<b>Co-educational or single sex</b>	<b>Co-education</b>
<b>Number of pupils</b>	<b>180</b>
<b>Ofsted Rating</b>	<b>Requires Improvement</b>

# Kimberley Primary and Nursery School

## Letter from the Chair of Governors,

Thank you for your interest in the vacancy we have for the position of Head Teacher at Kimberley Primary and Nursery School. We hope you find the material in this application pack helpful and that you are encouraged to apply.

KPS is an average sized primary located in the heart of the Kimberley community. We take pride in our partnerships with families and do all that we can to ensure the very best outcomes for all KPS children. We work closely with the other schools in our area for the benefit of the families in our community. The school has a "family-like" atmosphere where members of staff, children, parents/carers, and governors are valued and work collaboratively within the school, the community and across the East Midlands Education Trust.

We encourage all our pupils to achieve their best. By the time our children leave our school we aim to have developed their creative minds so that they can solve problems, recognise the possibilities that are open to them and have increased their self- confidence so that they are able to see what their place in the world 'could' be.

We are looking for a Head Teacher who is aligned with our vision and ethos and is eager to continue to make KPS an exciting environment for learning. As our new Head Teacher, you would retain the full autonomy one would expect in a stand-alone academy and be held to account by the local governing body; yet be supported by a wonderful team of staff and an experienced Primary CEO of the Trust.

"One cannot call themselves a Leader without a Team behind them". At Kimberley, you would inherit a fantastic and well-established team of Staff, TAs, and Support workers in a "family-like" atmosphere. We acknowledge this is a time of great change and would be an opportunity to prioritise the evolution our school and making us 'Fit for the Future', so that our 21<sup>st</sup> century learners are afforded the best start in life. KPS is looking for a passionate and child-centred leader who will enhance and lead us in developing a new chapter of our school's history.

We do hope you consider applying and please feel free to contact the school, or myself by email at [emilne@kimberleyprimary.org](mailto:emilne@kimberleyprimary.org), should you like to arrange an informal discussion.

Yours sincerely,

*Emma Milne  
Chair of Governors  
Kimberley Primary & Nursery School*

## Curriculum

Our curriculum drivers shape our curriculum, bring about the aims and values of our school and to respond to the particular needs of our pupils and the community.

**Creativity** – this encourages pupils to think and work in creative ways, whilst exploring the world around them. As a school we place a high importance on the arts and the value and enjoyment they bring to life. This is reflected in the curriculum and opportunities we offer.

**Possibilities** – this helps pupils to build aspirations and know available possibilities for their future lives – particularly in the community in which they live.

**Diversity** – this encourages children to think and experience the way in which diversity of people, cultures, religions, opinions and places shape our community and lives within modern Britain and support tolerance, understanding and respect for others.

The breadth of our curriculum is designed with three goals in mind:

- 1) To give children appropriate experiences to develop as confident, responsible citizens;
- 2) To provide a rich 'cultural capital' embedding key vocabulary and experiences throughout school;
- 3) To provide a coherent and structured curriculum that has breadth of knowledge which is pertinent to our pupils and leads to sustained acquisition of relevant knowledge, skills and understanding of the world around them.

We also believe that retrieval of previously learned content should be frequent and regular, which increases both storage and retrieval strength. Learning themes are repeated on a two-yearly cycle, at each phase, to ensure previous knowledge is retrieved, revisited and deepened.

Our curriculum is designed for the needs of our school and we have implemented it over the last two years. By the end of each phase the vast majority of pupils will remember and are fluent in the content of our curriculum themes, as highlighted in our knowledge organisers. Some pupils will have a greater depth of understanding. We track carefully to ensure our pupils are on track to reach the expectations of our curriculum. Implementation is monitored carefully throughout the year to ensure our curriculum is having the impact outlined.



## **Our Strategic Priority 2022 - 2025**

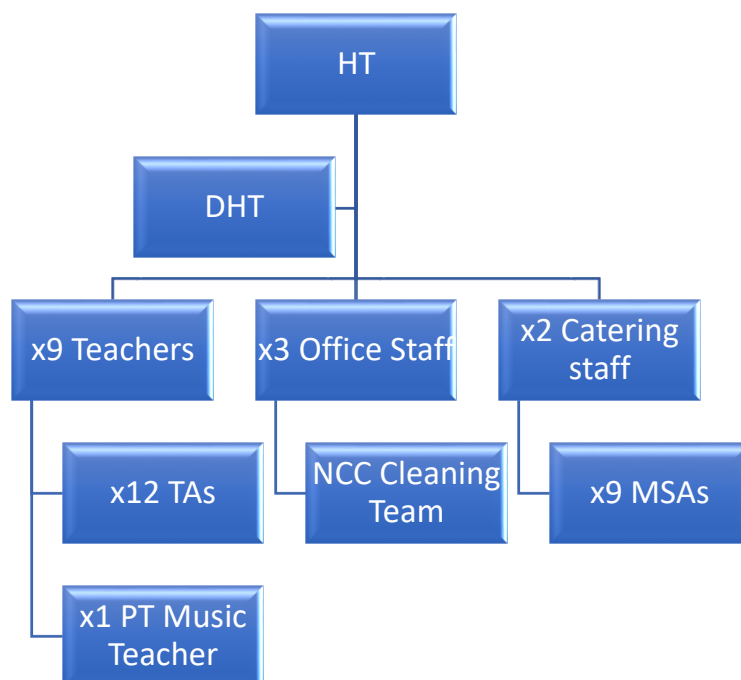
The Local Governing Board is committed to enabling children and staff to achieve their best and invest in their futures. We are focussed on ensuring that the environment is one which promotes value and facilitates everyone to excel.

We are committed to :

- Securing an Experienced Leader who plays a CENTRAL ROLE to ensure that everyone at Kimberley is valued
- To combat the learning gap created by Covid-19 and evaluate the impact on staff and pupils.
- To engage in wider opportunities which can lead pupils towards seeing what their place in the world could be
- To ensure that our curriculum is continually developed and enhanced to ensure that it offers diversity and creativity for all learners
- Creating a Vision to shape our Next Chapter and further use our wider environment
- To engage parents in their children's learning and development



## Our Staffing



## Our Head Teacher

We are looking for a highly organised Head Teacher who:

- has an adaptable leadership style which encourages and empowers others
- celebrates success and champions innovation
- is child centred and creates a definitive sense of family throughout the school and local community
- possesses a sensitivity in managing relationships with pupils, parents and staff and has a high level of interpersonal and communication skills with the capacity to influence at all levels
- continually seeks to develop and increase learning opportunities to improve teaching practice in our school
- is a strategic leader excited by working in partnership with governors and other Trust schools





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#### KEY RESPONSIBILITIES

1. Directly lead and manage the Academy's Senior Leadership Team
2. Agree strategic targets with the governing body and deliver on the strategic priorities
3. Produce and implement the Academy's Improvement Plan; leading a robust approach to self- evaluation
4. Ensure that the Academy complies with all Health and Safety requirements
5. Implement strong data analysis to ensure that tracking and intervention is rigorous and having an impact
6. Sustain a wide, current knowledge and understanding of education systems to secure excellent teaching

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#### WORKING WITH PUPILS

1. Provide a safe, calm and well-ordered environment, focused on safeguarding pupils and developing their exemplary behaviour in the Academy and in wider society
2. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality
3. Lead the raising of student achievement and attainment in all aspects of Academy life, but especially in outcomes at KS3
4. Ensure the well-being of all pupils in school
5. Depending on the context and the pupil numbers within the academy, the Headteacher may be required to undertake some teaching as needed

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#### WORKING WITH STAFF

1. Establish, develop and motivate effective teams across the Academy
2. Hold all staff to account for the impact of their work on pupils' outcomes, their professional conduct and practice
3. Maintain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve through CPD and valuing excellent practice
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other

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#### WORKING WITH RESOURCES

1. Ensure that the Academy's systems, organisation and processes are efficient and fit for purpose
2. Work with political and financial astuteness to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the Academy's sustainability
3. Ensure that all necessary policies are in place and kept up-to-date

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#### WORKING WITH OTHERS

1. Be accountable to the governing body and Trust Directors and actively support the governing body to understand its role and deliver its functions effectively
2. Work with the CEO and other Academies within the East Midlands Education Trust to champion best practice and secure excellent achievements for all pupils
3. Participate in Academy-to-Academy support as required
4. Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
5. Raise the profile of the Academy in the local community to maximise pupil numbers and further develop positive relationships

To undertake any other duties, which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined.

*This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## Person Specification

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### EDUCATION AND TRAINING

1. Professional qualifications (for example PGCE)
  2. Qualified teacher status
  3. Evidence of continuous professional development across career to date
  4. A nationally recognised Leadership qualification (NPQH, NPQSL, MBA, NLE, etc)
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### EXPERIENCE

1. Demonstrable success in a leadership role at whole school level, in a Primary age educational establishment
  2. Evidence of having planned and led a significant area of whole school improvement, resulting in successful outcomes
  3. A proven track record of using target setting and data analysis to improve and monitor pupils' performance
  4. Evidence of the ability to develop excellent relationships with young people and adults
  5. Experience in leading, motivating and developing colleagues and effective teams
  6. Experience of successful financial management
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### KNOWLEDGE AND SKILLS

1. Ability to meet the National Standards of Excellence for Headteachers
  2. A proven track record of meeting the Teachers' Standards
  3. A confident knowledge of what constitutes outstanding teaching and the ability to model this for others and support others to improve
  4. A clear understanding of the latest progress and attainment measures
  5. An in-depth understanding of school leadership and school improvement needed to achieve outstanding pupil progress and personal development
  6. Data analysis skills, and the ability to use data to set targets and identify weaknesses
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### PERSONAL QUALITIES

1. An adaptable leadership style which encourages leadership from others and celebrates success
2. The ability to lead by example, with integrity, creativity, resilience, and clarity
3. High level interpersonal and communication skills with the capacity to influence at all levels, both written and oral
4. An ability to compellingly communicate the Academy's vision to a variety of audiences
5. The ability to create and implement effective management systems in which roles, responsibilities and accountabilities are clearly articulated
6. Sensitivity in managing relationships with pupils, parents and staff
7. High expectations of pupil achievement, conduct and behaviour
8. A commitment to collaborative working, both within the Academy and across the Trust
9. The ability to work under pressure and prioritise effectively to meet deadlines
10. Commitment to maintaining confidentiality at all times
11. Commitment to safeguarding and equality