



# Headteacher Candidate Pack

Location: **Northamptonshire**

Start date: **September 2023**

*A*CADEMICIS  
[www.academicis.co.uk](http://www.academicis.co.uk)



# Welcome letter from our Joint Chairs of Governors

Dear Candidate,

Thank you for your interest in becoming our new Headteacher.

Hayfield Cross Church of England School is the first school to be opened on the new Hanwood Park development, committed to providing high-quality education and experiences for all of our children. We are looking for someone who has the same passion as we do to continue to strive for excellence in all areas.

We are very proud to be a church school and our Christian values underpin all that we do in our school. The school was opened eight years ago on a large-scale new development on the edge of Kettering and has grown into a popular two-form entry school with a strong reputation in the local area. The community around us continues to grow and we enjoy a close relationship with our two local churches.

Since the beginning we have strived to build a lively and exciting curriculum that supports our central aim to encourage our children to be brave and achieve the best that they can be. Our enriched curriculum supports our children to thrive in a caring environment built on high expectations. Our school is child focused with a highly committed and talented team, expecting and supporting our children to be their best. We are privileged and feel proud to witness the growth of children through their time in our school.

We are looking for a dedicated, passionate and driven leader who knows what outstanding practice looks like and inspires those around to achieve it. They will have high expectations for all the children in their care.

We are also looking for a caring and nurturing leader who can embrace our Christian ethos and drive the school forward on the next step of our journey.

We would really encourage you to contact Ross Laird at [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk) to arrange a visit to our successful school so you can see for yourself how much opportunity there is for the new Headteacher.

We look forward to receiving your application and thank you once again for your interest.

Best wishes

**Lindsey Atkins and Derek Price**  
Joint Chair of Governors





# About Our School

The school opened with just ten children and has grown into a popular 2FE primary school with 417 amazing children on roll (PAN of 420). The development has grown around us with our school at the centre of this new community.

Since being established by the Peterborough Diocese in 2015 the school facilities have continuously developed and evolved as we have grown. The school environment is a unique reflection of our learning and ethos; we have modern and engaging facilities throughout the inside and outside to support children to grow and learn.

We are a Voluntary Aided Church of England School and proud to be part of the Diocese of Peterborough, who were the driving force in building and establishing Hayfield Cross as a Church school. We enjoy a close working relationship with our local churches: St Botolph's in Barton Seagrave and Christ the King on the neighbouring Isle Lodge. Our Christian culture is of great importance to us and is the foundation of our school vision to be "be brave" based upon Joshua 1:9. This permeates throughout our Be Brave curriculum as our children grow with our school values of Joy, Integrity and Fellowship.

Our curriculum is rigorous and focused on an enriched learning experience bringing it to life with 'buzz points' and led by a team of exceptional teachers and support staff. Cultural capital is developed throughout the curriculum along with a focus on the core standards of reading, writing and maths. Our aim is for every child to grow as a 'pioneer of the future', as confident individuals who understand their role in modern society and have a strong commitment to mutual respect and acceptance of others.

We are very proud of our children's exceptional behaviour, conduct and engagement, which is regularly commented on wherever they go and by visitors and wherever we go. We have high expectations of our children and support them to be the very best they can be. This includes extensive support for children with additional needs and a strong pastoral team supporting families.

The school also enjoys strong parental support with many activities to promote the school and enhance opportunities for our children.



*'Remember that I commanded you to be strong and brave.  
So don't be afraid. The Lord your God will be with you everywhere you go'  
(Joshua 1:9)*

**As the harvest grows from the soil, Hayfield Cross came to life in 2015. From nothing, we have grown at the heart of our new community, persevering through challenge into a flourishing school. Guided by our Christian values the seeds of Joy, Integrity and Fellowship are planted as we instil this pioneering spirit in our children, challenging them through exciting learning to aspire to greatness in all that they do.**





**JOB DESCRIPTION: Headteacher**  
**SALARY: L16–22 (£64,225–£74,283)**  
**CONTRACT: Full Time/Permanent**  
**REPORTING TO: Governing Board**







# Job Description

## Main Purpose

The headteacher will:

- Lead with Integrity, Joy and Fellowship, upholding the school values and leading the school's Christian vision
- Develop and sustain the school's ethos and strategic direction together with the governing board
- Establish and oversee systems, processes and policies so the school can operate effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented and monitor progress towards achieving the school's aims and objectives
- Delegate effectively and hold all leaders to account to ensure that they are effective in their roles of supporting and sustaining school improvement
- Manage the school budget and allocate financial resources appropriately, efficiently and effectively
- Lead a culture of safeguarding
- Promote positive staff well-being and teamwork

## Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Uphold and support the school's Christian foundation
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's children
- Be active in growing the school's reputation and links with the new community
- Lead and implement effect equality, diversity and inclusions across the school community

## Duties and Responsibilities

### School Culture and Behaviour

The headteacher will:

- Uphold a culture where children experience a positive and enriching school life
- Uphold and expect ambitious educational standards in order to prepare children from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from children, built on rules and routines that are understood by staff and children, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Value a culture of staff support, development and well-being

### Teaching, Curriculum and Assessment

The headteacher will:

- Continuously develop and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by good subject knowledge following a focused and enriched curriculum
- Effectively use assessment, data and evidence to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Continuously develop curriculum leadership, including subject leaders with relevant expertise and access to CPD, professional networks and communities
- Use valid, reliable and proportionate approaches to assessing children's knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to all subjects



# Job Description continued

## Additional and Special Educational Needs (SEN) and Disabilities

The headteacher will:

- Promote a culture and practices that enable all children to access the curriculum
- Have ambitious expectations for all children with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

## Managing the School

The headteacher will:

- Ensure staff and children's safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate and manage the school budget effectively ensuring value for money and impact on standards
- Oversee the maintenance of the school premises

## Professional Development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members and self

## Governance, Accountability and Working in Partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all children

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post .

Note: This job description may be amended at any time in consultation with the postholder.



# PERSON SPECIFICATION: Headteacher

QUALIFICATIONS AND TRAINING	E	D
• Qualified teacher status	✓	
• Good honours degree	✓	
• NPQH Award (or similar) or working towards		✓
• Further professional qualifications		✓
EXPERIENCE		
• Minimum of 2 years' experience leading a school	✓	
• Proven experience of holding leaders at all levels to account, growing and developing their skills, expertise and effectiveness	✓	
• Minimum of 5 years' teaching experience in the primary phase	✓	
• Experience of teaching across more than one Key Stage		✓
• Experience of working in a Church School and SIAMS requirement		✓
• Experienced primary practitioner able to demonstrate supporting and developing strong teaching and learning practice with others	✓	
• Evidence of effectively supporting and promoting positive staff well-being		✓
• Experience of managing underperformance/disciplinary processes		✓
• Experience of setting and achieving ambitious, challenging goals as part of a culture of high expectation and excellence	✓	
• Experience of leading school improvement with positive outcomes. Strategically formulating aims, policies and plans (such as school development plan) and of monitoring, evaluating and reviewing the impact of these	✓	
• Experience of teaching in more than one school		✓
• Experience of budget setting, managing finance, ensuring value for money and financial sustainability		✓
• Experience of managing premises/buildings		✓
• Safeguarding training at the level required by DSLs		✓
• Experience of leading recruitment with an understanding of safer recruitment practice	✓	
KNOWLEDGE AND SKILLS		
• Ability to lead the development of the Christian ethos of the school across all aspects of the school's provision	✓	
• Up-to-date knowledge including current and emerging priorities for the primary sector, national policies, pedagogy, Ofsted framework, research findings	✓	
• Understanding of the role played by the SIAMS framework and working in a Voluntary Aided Church School	✓	
• Awareness and commitment to safeguarding and promoting the welfare of children including the expectation that all staff will share this approach	✓	
• Strong communication skills	✓	
• Ability to manage and prioritise workload and, where appropriate, delegate to others	✓	
• Ability to develop and maintain appropriate relationships and establish effective partnerships with children, parents/carers, staff, governors, local authority and diocese	✓	
• Skilled in collaborative working and networking with a wide range of partnerships within and beyond the school		✓
• Ability to determine, organise and implement a balanced and broad curriculum that has a positive impact on children's outcomes and their personal development, behaviour and welfare	✓	
• Ability to lead school wide improvement initiatives that have a demonstrable impact on children's achievement	✓	
• Ability to analyse and present data and information coherently and a range of sources of evidence to make judgements and identify next steps	✓	
• Ability to deal sensitively with people and resolve conflict	✓	
• Ability to effectively lead and manage staff including undertaking staff appraisals and leading staff well-being	✓	
• Ability to deploy effectively staff and resources		✓
• Deep knowledge of the primary curriculum	✓	
• Ability to make difficult decisions when necessary	✓	
• Ability to recognise and support EDI needs across the school community	✓	
ATTRIBUTES		
• Committed to enabling the flourishing of all members of the school community	✓	
• Act with integrity at all times	✓	
• Emotionally resilient and therefore patient and persevering with challenging behaviours and attitudes	✓	
• Positive, passionate, enthusiastic, self-confident and able to help others be the same	✓	
• Self-disciplined and able to reflect and learn in order to develop wisdom and understanding	✓	
• Enabling leadership in others	✓	
• A commitment to inclusion and equality of access to educational provision for all children	✓	



## How to apply:

If you wish to discover more about this exciting opportunity, would like to have an informal discussion or arrange a visit to the school, please contact our retained consultant at **Academicis: Ross Laird: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk) – 01223 907979/07901 585959.**

Please email your application to: **Ross Laird at Academicis: [rlaird@academicis.co.uk](mailto:rlaird@academicis.co.uk)**

Closing date: **Tuesday 21st March 2023**

Shortlisting date: **Wednesday 22nd March 2023**

Interview dates: **Wednesday 29th and Thursday 30th March 2023**



**Hayfield Crescent, Kettering  
Northamptonshire, NN15 5FJ**