

# BURROUGH GREEN CHURCH OF ENGLAND PRIMARY SCHOOL

## HEADTEACHER APPLICATION PACK





**Aspiration Resilience Kindness**

## Burrough Green Church of England Primary School

### Burrough Green C of E Primary School

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## **Burrough Green Church of England Primary School**

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## Burrough Green Church of England Primary School

### Why you should apply

#### About Burrough Green

Our school is over 300 years old and was originally a Charity School. In 1630, the vicar of the parish, Dr. Anthony Cage, endowed a piece of land. The rent from this was to be used to build a school room and to pay a widow to teach the children to read and write. Further donations were made by Dr. Knight in the early 18th Century when the school was built and by Dr. Watson in 1734. These three charities still assist the school today and Charity awards are presented at the Leavers' Ceremony at the end of the summer term.

In 1877, the school became part of the National system and another classroom was added. The story of the parents' opposition to the new fees levied at this time was told in the school play produced in 1977 to celebrate the centenary.

In 1919, a third classroom was built. The village clock, a memorial to the fallen of World War I, is sited in the wall above the window of this classroom. The original block housed two classes, while the adjoining School House, used as accommodation for the Headteacher until 1970, was used for the school office and Headteacher's room.



An additional block consisting of two more classrooms, a hall fitted with gymnastic equipment, a kitchen and a staffroom was opened in 1976. In 1969 the parents financed and built a Purley Pool to provide swimming facilities. In July 1999 an extension was added to include additional library space, a computer suite and a larger staff room.

August 2011 saw the completion of a brand-new school, offering improved teaching spaces and state of the art technology. The old school now houses our library, music/cooking room and space for the local playgroup.





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## Burrough Green Church of England Primary School

Burrough Green is a small village on the Cambridgeshire and Suffolk border in the county of East Cambridgeshire and Diocese of Ely. It is 6 miles south of Newmarket, 6 miles north of Haverhill and 15 miles - 25 minutes from the university city of Cambridge. Its location is rural with equestrian stud land and agricultural farmland around it. There are good road connections to the A14, A11 and M11. Linton Village College is 20 minutes away.



It has a strong community spirit with a pub, church, village hall, sheltered housing and a cricket club, all of which have strong links to the school. There is no shop or post office.

With the school being more than 300 years old there is much history to remember and many traditions upheld. These include:



**Sports Day** – Children compete to win the Athletics Cup for their house team.

**May Day** – with the crowning of the May Queen, traditional dances and distribution of flowers.



**Harvest Festival** – every year families donate produce which is delivered to a local homeless charity and food bank following a Harvest Festival.



**Summer Term Play** – the junior children perform either a musical play or pantomime. Past productions have included “Olivia!”, “Shakespeare Rocks” and “Rock Bottom”.

**Leavers’ Ceremony** – a celebration of the contribution made by our Year 6 children. All of the children receive a Bible, prayer book and “It’s Your Move” from the Knight and Watson charity; the March charity provides a book prize and there are shields and cups presented for all round contribution, sport, swimming and cycling.



**Christmas** – a traditional nativity is held, involving all the infant children, plus a Carol Service in St. Augustine’s Church.



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## **Burrough Green Church of England Primary School**

### **Our Vision, Values and Ethos**

#### **Our School Vision**

Kindness is the foundation of our school and, guided by our shared Christian values, we work together to provide a happy, loving and nurturing environment where all are confident to fulfil their hopes and aspirations. We endeavour to motivate and inspire everyone to become lifelong, resilient and enthusiastic learners in an ever-changing world.

As it says in the Bible, 2 Chronicles 15:7, "*Be strong and do not give up, for your work will be rewarded*", and in Philippians 4:13, "*I can do all this through him who gives me strength.*"

#### **Our School Values**

At Burrough Green C of E Primary school our values are **Aspiration, Resilience and Kindness (ARK)**.

**Aspiration - Aim high!**

**Resilience - Don't give up!**

**Kindness - Care about each other and the world around you.**

**ARK - a place where precious things are kept safe.**

Every day, we live our vision and values in everything that we do as we work together to discover and learn, safe in our Burrough Green ARK.



#### **Our School Ethos**

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.



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## **Burrough Green Church of England Primary School**

### **A Letter from the Headteacher**

Dear Applicant,

Having requested a recruitment pack you are either considering your first step into headship or planning to move on from your current post. Either way, Burrough Green CofE Primary School deserves your serious consideration.

I came here at the beginning of the Spring Term to 'hold fort' until a longer-term Interim could be found. Every school is unique, and as a headteacher in their seventh headship, I can tell you that this school is an amazing place to be. The children are brilliant. They have good learning behaviours, positive attitudes to each other, adults and their environment and show a thirst for knowledge. The staff are supportive and dedicated. They work well as a team and are keen to learn and develop; they want the best for the children and the school. The parents want the best for their children and have been supportive of the recent changes and improvements made. They engage with their children's learning and work to support the school as the PTA and as representatives on the Governing Body. The Governors are skilled and knowledgeable of their role and, alongside the Local Authority team, are supportive and appropriately challenging. The local Cluster of schools is a good group of headteachers to share ideas and seek support from.

In the first full week of this term Ofsted visited. It was overdue, but with the headteacher and deputy headteacher leaving at the end of the previous term, made it even more challenging. The temporary leaders stepped up and we were well supported by the local authority. The school is ideally placed for the substantive headteacher to take it on an accelerated journey of improvement. With a clear remit, all the pieces of the jigsaw puzzle are in place, just waiting for passionate, inspirational and compassionate leadership to work alongside the staff and Governors to show Burrough Green's true potential. Does this sound like the school you could lead? Don't take my word for it, arrange a visit, it's the best way for you to find out whether Burrough Green is the school for you.

Yours sincerely,

Alison Clarke  
Interim Headteacher



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## **Burrough Green Church of England Primary School**

### **A Letter from the Chair of Governors**

Thank you for your interest in the role of Headteacher at Burrough Green Church of England Primary School. We are a friendly Cambridgeshire Local Authority school with 84 pupils. Burrough Green CofE Primary School is a small school with a strong Christian ethos in the heart of the village of Burrough Green, 6 miles south of Newmarket in beautiful, open countryside. We are proud of our historical roots as one of the oldest schools in Cambridgeshire, but we are also a forward-looking school with fantastic facilities in our modern school building.

We wish to recruit a permanent Headteacher from September 2023 and are giving ourselves time to find the right person to lead our lovely school. In the meantime our Interim Headteachers continue to develop our improving school. We are proud to be at the heart of our local community, whilst also being an outward-looking school that prepares our pupils for success in life and inspires them to fulfil their potential.

We are looking for an inspirational leader who will motivate and lead the school's improvement journey, enabling staff to actively contribute to the rapid improvement in outcomes for our children. We need an experienced senior leader in education who has the drive and passion to ensure that all children achieve their full potential, combined with strong leadership, management and interpersonal skills. In addition to bringing your successful experience you will have the attitude, skills and knowledge that inspire pupils to better themselves every day and encourages and motivates the team of staff around you to do the same. We have a positive, caring ethos and we are very proud of our school.

You will be comfortable forming strong relationships with parents and the communities we serve, maintaining parental confidence in the school, and be keen to connect the school to wider developments in education, as part of a commitment to excellence throughout the school and continued professional development.

### **An Opportunity and an Exciting Challenge**

Following a period of change in leadership and staffing, there is now a committed and enthusiastic staff team in place, supported by an active and skilled Governing Body. The role of Headteacher, therefore, offers an exciting opportunity to join our school, making the role your own and leading the school on its continued journey of improvement.

Last, but not least, we believe working and learning at Burrough Green should be fun, enjoyable and diverse. The broad curriculum is enhanced by a range of enrichment activities and events. We hope you will find all the information you need in this pack, but please feel free to contact me or the school directly should you have any questions. We would welcome visits prior to application and we look forward to hearing from you.

Yours sincerely,

A handwritten signature in cursive script that reads "A. J. Kenna".

Anthea Kenna  
Chair of Governors





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## **Burrough Green Church of England Primary School**

### **Our Ideal Headteacher**

#### **The staff would like a Headteacher who:**

- ✓ has a vision for the school and leads by example;
- ✓ prioritises what makes a difference to the children and what is important to the school;
- ✓ has a sense of humour and a natural warmth to their personality;
- ✓ can be realistic of the capacity for initiatives within a very small school;
- ✓ can be firm but fair; sets reasonable expectations while being empathetic about workload;
- ✓ makes use of staff strengths and encourages them to develop their skills;
- ✓ values and builds upon the incredible team ethos;
- ✓ is proactive, a team player and likes to guide their team to achieve highly;
- ✓ is a strong communicator and motivator, able to engage the whole school community for the best interests of the school;
- ✓ is calm under pressure, well organised and who makes careful decisions;
- ✓ is innovative, open to change and implements improvements;
- ✓ has high expectations of behaviour.

#### **Our parents/carers would like a Headteacher who:**

- ✓ Is visible, welcoming and approachable;
- ✓ Has strong community involvement;
- ✓ Communicates regularly with parents about school events and achievements;
- ✓ Keeps our school traditions alive but adds new ones;
- ✓ Makes sure the school is inclusive for everyone and ensures every child reaches their full potential.



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## Burrough Green Church of England Primary School

The children would like a Headteacher who:

is fun

is thoughtful

is caring

is  
understanding

is respectful  
and able to gain  
our respect

is clever and can  
learn everyone's  
name

likes  
children

is resilient

is knowledgeable

is aspirational

is comforting

is  
helpful

is a good  
listener

is  
positive

allows children  
to have  
responsibility



## Burrough Green Church of England Primary School

### Partnerships

#### Burrough Green Playgroup

Established in 1969, Playgroup provides childcare for children aged 2-5 years.

The Playgroup has strong links with Burrough Green Primary School, which helps make a smooth transition for children moving on from Playgroup to the school.

Playgroup promotes a relaxed and happy atmosphere focusing on learning through play in a way that caters for each child as an individual.

The Playgroup currently has 5 members of qualified and experienced Early Years Practitioners.



#### St Augustine's Church

The school has close links with its local church, St Augustine's, one of six rural churches in The Raddesley Benefice. Within easy walking distance, the school community is always welcome at the church and celebrates many festivals, including Harvest, Easter, Christmas and Remembrance Day during the school year. Parents, Governors and friends are always invited to join us.

The school lies within the Diocese of Ely <https://www.elyeducation.org/main/> and values the support and partnership provided. We join with other schools for activities held in the Cathedral, as well as using other opportunities to strengthen our partnership, including training.



Our Foundation Governors are actively involved in supporting worship and other school activities. Several governors serve as PCC members and Churchwardens across the Benefice. The Benefice is currently in an interregnum but are actively supported by the Reverends Andrew and Rosemary Rycraft and other local clergy. One of our Foundation Governors is a member of the Ministry Team and often leads Sunday Family Worship in the church.



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## Burrough Green Church of England Primary School

### Information

#### Published Advert

Role: Headteacher

Contract type: Full, Permanent

Salary: Group 1 (L8 – L14) depending on experience

School type: Primary

School size: 84

School Age Range: 4-11

Pupil Gender: Mixed

Address: Burrough Green Church of England Primary School, Bradley Road, Burrough Green, Newmarket, CB8 9NH

Telephone: 01638 507236

DfE number: 873/3004

URN: 110783

Date required: September 2023

The Governing Body is seeking to appoint a headteacher who can inspire the learning of our pupils, build on the recent improvements of the school and to continue to move it forward. We are looking for a creative, collaborative and energetic individual who will embrace our Christian ethos and build strong and positive relationships with our children, staff, parents, carers, governors and community. We require an experienced senior leader in education, either an existing Headteacher or someone ready to take that first step into Headship, who has the drive and passion to ensure that all children achieve their full potential.

In addition to strong leadership, management and interpersonal skills, you will have the attitude, knowledge and experience that inspire pupils to better themselves every day and encourage and motivate the team of staff around you to do the same. We have a strong Christian ethos that lies at the heart of our 3 core values – Aspiration Resilience and Kindness (ARK). Set in the heart of the village of Burrough Green, in beautiful, open countryside, we are proud of our historical roots as one of the oldest schools in Cambridgeshire, but we are also a forward-looking school with fantastic facilities in our modern school building. We are a friendly and welcoming school with kindness as our foundation.

Our school was rated as 'Requires Improvement' by Ofsted in January 2023, but the report noted that both 'Behaviour and Attitudes' and 'Personal Development' are good. *"In lessons, pupils behave well and listen carefully to each other. Pupils play well together at breaktimes. Older pupils demonstrate their caring attitudes, looking after the younger children."*



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## **Burrough Green Church of England Primary School**

This is an exciting opportunity for a successful candidate to continue the work of raising the standards of learning for all pupils at Burrough Green, in a supportive and caring environment, on its journey from 'Requires Improvement' to 'Good'.

We would encourage you to visit our website [www.burroughgreen.cambs.sch.uk](http://www.burroughgreen.cambs.sch.uk) and read the application pack to learn more about our school and this exciting opportunity. Completed applications should be returned to [clerk@burroughgreen.cambs.sch.uk](mailto:clerk@burroughgreen.cambs.sch.uk)

We also warmly invite you to visit us. To arrange a visit, please email Sara Hammond, at the school office, [shammond@burroughgreen.cambs.sch.uk](mailto:shammond@burroughgreen.cambs.sch.uk) or Anthea Kenna, Chair of Governors, [chair@burroughgreen.cambs.sch.uk](mailto:chair@burroughgreen.cambs.sch.uk)

Applications will close on **Monday 27<sup>th</sup> February at 9am**, shortlisting will take place that evening and interviews will be held on **15<sup>th</sup> and 16<sup>th</sup> March, 2023**.

*Burrough Green Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*



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## **Burrough Green Church of England Primary School**

### **Job Description**

This job description reflects the Headteachers' Standards (2020). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including Headteachers. The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the governing body, the staff of the school, its pupils and the parents of its pupils.

### **Duties and Responsibilities**

#### **Strategic Leadership**

- Work in partnership with the Governing Body to continue to provide a shared vision firmly rooted in our school's Christian values
- Communicate the school's vision confidently and compellingly to all members of the school community and to prospective parents
- Demonstrate our vision and values with openness, integrity, creativity and clarity to inspire and influence
- Develop an outward-facing school capable of collaborating in partnership with other schools and organisations to champion best practices and achieve excellent outcomes for pupils
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context
- Appreciate and support the central role of Religious Education and Collective Worship in a Church school
- Act at all times as an ambassador for the school in a manner which upholds its values

#### **Educational Excellence**

- Set ambitious standards for all pupils, overcoming disadvantage and advancing equality
- Instil a strong sense of ownership and accountability in staff for the impact their work has on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn, and of the core features of successful classroom practice and curriculum design
- Accurately evaluate the school's performance and identify priorities for improvement
- Develop and nurture strong partnerships with pupils, staff, parents/carers, governors and members of the local community to support pupils' achievements and personal development
- Implement a broad, balanced, rich and creative curriculum to ensure high quality and personalised learning experiences for pupils of all backgrounds and abilities
- Implement strategies which secure high standards of behaviour, attendance, welfare and citizenship
- Work closely with agencies supporting pupils with additional needs
- Support extra-curricular activities in order to enrich pupil experience and opportunity
- Actively embrace opportunities for professional growth and development for all staff



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## **Burrough Green Church of England Primary School**

### **Securing Accountability**

- Hold all staff accountable for their professional conduct and practice
- Welcome strong governance and actively support the Governing Body to fulfil its role and deliver internal and external accountability – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance

### **Operational Management**

- Create an ethos in which staff are inspired, motivated and supported to enhance their own practice, skills and subject knowledge, and to support each other
- Work with governors to ensure that strategic financial planning leads to fair and transparent deployment of budgets and resources in the best interests of the pupils' achievements and the school's sustainability
- Establish fair, transparent and rigorous systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve, and valuing excellent practice
- Develop leadership amongst staff, ensuring that roles and responsibilities are well understood and effectively carried out
- Ensure that the school's systems, organisation and processes are well-considered, efficient, fit for purpose and good value for money, upholding the principles of transparency and integrity
- Play an active role in all aspects of school life

### **Safeguarding**

- Ensure that the child protection and safeguarding policies and procedures adopted by the Governing Body are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively
- Provide a safe, calm and well-ordered environment for all pupils, focused on learning, safeguarding and wellbeing

This Governing Body and Cambridgeshire County Council are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).



**Burrough Green Church of England Primary School**

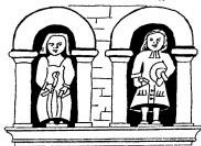
**Person Specification**

		Essential	Desirable
<b>1.0</b>	<b>Qualifications</b>		
1.1	Qualified Teacher Status	✓	
1.2	Degree or equivalent	✓	
1.3	Evidence of recent, relevant professional development related to leadership and management	✓	
1.4	National Professional Qualification for Headship (NPQH)		✓

<b>2.0</b>	<b>Experience</b>		
2.1	Proven successful school management and leadership experience at senior level	✓	
2.2	Successful and sustained track record as an outstanding classroom teacher with at least 3 years; recent experience of providing excellent teaching	✓	
2.3	Proven skills in strategic thinking, leading to effective planning and delivery against strategic improvement plans	✓	
2.4	Building strong working relationships with staff and governors to develop the school's ethos, values and objectives	✓	
2.5	Development of effective curriculum initiatives and whole school integration of these	✓	
2.6	Leadership of monitoring and assessment	✓	
2.7	Effective verbal and written communication with staff, parents and governors	✓	
2.8	Successful management of budgets and other resources using sound financial management practices to procure services and ensure best value of the school's resources		✓
2.9	Successful management and development of staff including leading CPD	✓	
2.10	Experience of recruiting staff		✓
2.11	Experience of working collaboratively with other schools and organisations to secure improvement	✓	

<b>3.0</b>	<b>Knowledge and Skills</b>		
3.1	Thorough understanding of safeguarding and proven experience of promoting child wellbeing	✓	
3.2	Knowledge of both primary key stages and EYFS	✓	
3.3	Strong understanding of effective approaches in managing individual behaviour needs within the whole school community	✓	
3.4	Good knowledge of the health and safety requirements for the school environment	✓	





**Burrough Green Church of England Primary School**

<b>4.0 Personal Qualities</b>			
4.1	Commitment to maintaining and developing the distinctive Christian character of the school in partnership with the church	✓	
4.2	Demonstrate the school’s vision and values in everyday work and practice	✓	
4.3	Creativity and imagination in response to changing circumstances and new ideas with a positive, solution-focused approach	✓	
4.4	Resilient, robust and calm under pressure	✓	
4.5	Passionate about providing a broad, creative and rich learning environment and experience	✓	
4.6	Approachable and enjoys being highly visible to pupils, staff and parents	✓	
4.7	Displays professional and personal reliability, integrity and respect	✓	

<b>5.0 Leadership and Management</b>			
5.1	Ability to communicate a clear sense of direction for the school and its development, focusing on excellence, high standards and meeting the needs of all	✓	
5.2	Commitment to developing the school’s Christian ethos and values across the curriculum and through all aspects of school life, in line with the Church of England’s vision for education	✓	
5.3	An engaging leadership style with the ability to encourage, nurture and motivate others and to inspire pupils, parents, staff and the wider community around the vision for the school	✓	
5.4	Welcome strong governance and actively support the governing body to set school strategy and hold the Headteacher to account	✓	
5.5	Hold all staff to account for their professional conduct and practice ensure weak practices is improved and good practice is shared	✓	
5.6	Model excellence in behaviour and relationships at all times	✓	
5.7	Manage complaints, conflicts and divisions sensitively and constructively to achieve resolution	✓	

<b>6.0 Safeguarding</b>			
6.1	Can effectively promote and implement the processes necessary to safeguard and uphold the welfare of the children	✓	
6.2	Demonstrates a good knowledge and experience of personnel, governance, health and safety, child protection and safeguarding issues relating to the diverse uses of the school facilities	✓	



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## Burrough Green Church of England Primary School

### Appointment Process

#### Timetable of events to appoint a new Headteacher from September 2023

- Applicants are asked to submit an application form by email to [clerk@burroughgreen.cambs.sch.uk](mailto:clerk@burroughgreen.cambs.sch.uk)
- Please do not enclose a CV
- The **closing date** for receipt of applications is **9am on 27<sup>th</sup> February 2023** and shortlisting will take place that evening
- **Interviews** of shortlisted candidates will be held over 2 days on **15<sup>th</sup> and 16<sup>th</sup> March 2023**
- Informal visits to the school are welcomed and encouraged. Please contact Sara Hammond at the school office on 01638 507236 or email [shammond@burroughgreen.cambs.sch.uk](mailto:shammond@burroughgreen.cambs.sch.uk)

**We look forward to welcoming you to our school.**

