



At Shelford School...

we work together to **safeguard** our pupils...



and to enable them to attain the **highest** standards of academic **achievement**.



We encourage them to be **confident** and successful within an orderly, **secure** and **Christian** environment...



and to make a positive **contribution** to the lives of others.



Shelford School Statement of Purpose



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More information may be found on the school website: www.shelfordschool.org.uk.





Great and Little Shelford CE (A) Primary School Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of headteacher at Great and Little Shelford Church of England Primary School. We are looking to appoint a new headteacher for September 2018 following the departure of our current head who has successfully led and developed the school over the past 14 years.

Please find within this pack information about our school and local community as well as full details of the role and requirements. Please also look at our website www.shelfordschool.org.uk.

The headship of Shelford School is an opportunity to lead a thriving school, recognised as "Good" by OFSTED and "Outstanding" in the most recent Church School Inspection. The school has a distinctive Christian ethos, supported by our two parish churches and the Great Shelford Free Church. Our desire to protect and strengthen our Christian ethos was a key reason for our recent decision to apply to join the Diocese of Ely Multi-Academy Trust (DEMAT). As we are in the process of joining, the new headteacher will have the opportunity to shape our role and contribution to DEMAT, as well as maintaining links with the local cluster schools that feed into our local secondary school, Sawston Village College.

We have a strong and committed governing board including governors with experience at other schools as well as our own. I have been chair for over four years and one of my colleagues is a former chair who has been a governor since well before the arrival of the present head. The board will be able to provide strong support to the new headteacher which may be particularly important as two long-serving teachers will be retiring from full-time teaching at the same time as the current head leaves.

Candidates interested in this position are strongly encouraged to visit the school. We welcome applications from existing headteachers and candidates seeking their first headship role. I will be very happy to discuss any questions you may have; I can be contacted on 01223 463690 (please leave a message if I am unable to take your call) or via email pede@shelfordschool.org.uk.

To arrange a visit please contact Mrs Clare Ward in the school office on 01223 843107.

The closing date for applications is Thursday 22nd February 2018 at noon; interviews will be held on 7th and 8th March.

We very much look forward to receiving your application and supporting letter and to welcoming successful candidates to interview. Applications should be submitted for my attention to the school office (office@shelford.cambs.sch.uk) or to the address below.

Yours faithfully,

Peter Ede
Chair of Governors, Shelford School



The School

Great and Little Shelford CE (A) Primary School (“Shelford School”) has been serving the villages of Great and Little Shelford for the past 175 years. It is popular and successful and is often over-subscribed.

It is a one form entry school with a PAN of 30 and 203 pupils currently on roll. They are arranged in 7 classes: a Reception class for Foundation Stage pupils, 2 Key Stage 1 classes and 4 Key Stage 2 classes.

The school is located in Church Street, Great Shelford behind Great Shelford Parish Church. The site has developed over the years as the population of the villages has grown, resulting in an assortment of building styles from the original 1843 school house to a Reception classroom built in 2011.

The grounds are extensive with a swimming pool, wild garden and meadow area, football pitch and a trim trail amongst other facilities.



The school maintains strong links with many village organisations, especially the two parish churches. As the school has Voluntary Aided status the Priest in Charge of Great Shelford and the Rector of Little Shelford are both ex-officio members of the school governing board; there are 6 other foundation governors. The relationship with Great Shelford Free Church is also very strong although there is no statutory role for the Minister.

The school benefits greatly, both socially and financially, from an active and successful PTA. Parents also contribute to school life in numerous other ways such as hearing children read, accompanying trips and baking.

Most Shelford pupils move on to Sawston Village College, an 11 to 16 comprehensive school 5 km (3 miles) to the south. Sixth form provision is in Cambridge.

Pre-school education is available at the Rainbow Pre-School which is located in the grounds of Shelford School. Wacky After-School and Holiday Club is also on site.

The Local Area

The Shelfords lie in the suburban/rural fringe to the south of the City of Cambridge, the village centres being 8 km (5 miles) from the city centre. They combine a strong village community with the advantages of proximity to a university town. Many of those in employment are professionals in medicine, education, science, technology, finance, etc., commuting to locations in and around Cambridge and London. The new biomedical campus at Addenbrooke's hospital has become a significant employer in the area. A sizeable housing development is currently being built in the southern fringe of Cambridge City, to the north of the Great Shelford parish boundary with a consequent growth in population.

There are recreation grounds in both Great and Little Shelford and each also has its own village hall. Shops, a Post Office, doctors' surgery, chemist, dentist, library, etc are to be found in Great Shelford. The local hospital, Addenbrooke's, is 5 km (3 miles) away. The nearest train station is in Great Shelford (on the Cambridge - Liverpool Street line) and several bus routes run through Great Shelford. Both villages are well placed for access to the M11.

Local Links

Numerous clubs and societies are available in the area whilst an extensive Community Education programme is run from Sawston Village College.

The villages of Great and Little Shelford are twinned jointly with Verneuil-en-Halatte, a village in northern France. There is an active Twinning Association.

The [Shelford Feast](#) draws together many village organisations each year and has provided generous financial support to the school since it was relaunched in 1994.

Wider Links

The school takes full advantage of its proximity to Cambridge. In particular, it is a Partner School with the Faculty of Education, hosting PGCE students on both short and long term placements. Pupils also have access to a range of drama, music and sport opportunities through city, county and university initiatives.





Great and Little Shelford CE (A) Primary School The Pupil Voice

Words and phrases that describe a good Headteacher from a pupil perspective.



[illegible]



Great and Little Shelford CE (A) Primary School Financial Information

2017/18

209	90	119	- 491	17.98	39
Pupils	KS1	KS2	Revenue Opening Balance	Posts (FTE)	Posts (People)
	- 13,620	- 1,605	-.-	8.52	86.6%
	Pupil Premium	High Needs	Revenue Closing Balance	Teachers (FTE)	% of Funding
	- 769,758		0	666,266	
	Total Revenue Funding		Budget Unallocated	Total Revenue Staff Costs	

2017/18 Budget Summary

- 491	Revenue	-.-
Opening Balance		Closing Balance
+	0	+
- 790,048	to balance reduce expenditure or reduce the closing balance	790,540
Total Income		Total Expenditure
- 790,539		790,540

Income **2017/18**

Funding

Schools Block	- 751,955
Dedelegations	8,910
High Needs Block	- 1,605
Early Years	-.-
Pupil Premium	- 13,620
Anticipated Additional Funding	- 11,488

Total Revenue Funding **- 769,758**

Grants	-.-
Other Income	- 20,290
Insurance Claims	-.-
Contributions or Donations	-.-

Total Income **- 790,048**

Expenditure	Apr FTE	Sep FTE	Jan FTE	2017/18
Staffing				
Breakfast Club (Technicians)	0.39	0.39	0.39	8,214
Teacher (Teacher)	8.52	8.42	8.42	417,880
Teaching Assistants (Teaching Assistants)	4.53	4.92	4.92	110,879
Caretakers (Caretakers)	0.78	0.61	0.61	12,811
Cleaners (Cleaners)	0.73	0.73	0.73	13,993
Admin & Clerical Staff (Admin & Clerical St	1.64	1.64	1.64	40,605
Midday Supervisors (Midday Supervisors)	0.95	0.98	0.98	18,638
PupilPremium TA (Teaching Assistants)	0.44	0.34	0.34	8,371
Other Employee Costs				34,875
Total Staffing	17.98	18.03	18.03	666,266
Premises				43,164
Learning Resources				27,303
Other Expenditure				53,807
Total Expenditure				790,540





Application Deadline

12 noon, Thursday 22nd February

Interviews

Wednesday/Thursday 7th/8th March

Wednesday 7th March

- Candidates will be expected to arrive at school by 9am.
- Throughout the day there will be a carousel of activities and a series of meetings with key stakeholders including staff, pupils and governors. Precise details will be provided in the invitation to interview.

When not engaged in a specific task candidates will be free to visit other areas of the school. There will be an opportunity at the end of the day to meet with staff and governors in an informal setting.

Thursday 8th March

Candidates will be asked to deliver a 10 minute presentation on:

“Shelford School in 3 years’ time”

This will be followed by 5 minutes of questions from the panel on the presentation and then a 45 minute formal interview.

Candidates will be invited to arrive a minimum of 30 minutes before their allotted time.

The governing board will meet on the evening of Thursday, 8th March to ratify the decision of the panel. All candidates will be contacted by Friday, 9th March with the outcome.





Great and Little Shelford CE (A) Primary School Headteacher Person Specification

Please address the **person specification** when completing your application stating how you fulfil the criteria below and describing the impact that has resulted from your work to date in current and previous relevant posts. You do not need to repeat information that is on the application form in your supporting statement.

AF = Application Form I = Interview P = Presentation

	Essential	Desirable	Evaluated
Qualifications			
Qualified Teacher Status	*		AF
Degree or equivalent	*		AF
National Professional Qualification for Headship (NPQH)		*	AF
Accredited school leadership and management training		*	AF
Higher Degree		*	AF
Qualities and Knowledge			
Demonstrate optimistic personal behaviour and positive relationships	*		I/P
Lead by example with integrity, creativity and resilience, using personal expertise whilst drawing on that of others	*		AF/I/P
Have the ability to communicate Christian teaching so as to develop the school's distinctive Christian ethos	*		AF/I/P
Communicate the school's vision and drive strategic leadership to secure continued school improvement	*		AF/I/P
Pupils and Staff			
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge	*		AF/I
Hold all staff to account for their professional conduct and practice; ensure weak practice is improved and good practice is shared	*		AF/I

Secure excellent teaching through an analytical understanding of how pupils learn, ensuring assessment of learning is accurate and informs planning	*		AF/I
Lead curriculum design and development, especially to ensure that the school's curriculum is broad, rich, engaging and stimulating	*		AF/I
Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality and instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes	*		AF/I
Systems and Process			
Ensure that the school's systems, organisation and processes are efficient and fit for purpose	*		AF/I/P
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils	*		AF/I
Welcome strong governance and actively support the governing board to set school strategy and hold the headteacher to account	*		AF/I
Distribute leadership throughout the organisation, ensuring all staff have clear roles and responsibilities and are held to account	*		AF/I
The Self-Improving School System			
Work in partnership with local schools and services to champion best practice and secure excellent achievements for all pupils	*		AF/I
Shape the current and future quality of the teaching profession through high quality CPD	*		AF/I
Inspire and influence others within and beyond the school	*		AF/I
<p>This governing board and Cambridgeshire County Council are committed to safeguarding and promoting the welfare of children and young people. Headteachers must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.</p> <p>The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).</p>			



Great and Little Shelford CE (A) Primary School Headteacher Job Description

Salary: **The school is in group 2**
 The salary will be dependent on qualifications and experience

The Headteacher will be responsible to the Governing Board

Purpose of the Job

- The Headteacher of Great and Little Shelford Church of England Voluntary Aided Primary School will ensure that the school's aims are implemented in accordance with the School Improvement Plan and other strategic plans and the policies of the Governing Board.
- The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and objectives for improvement and take timely and effective action that results in sustained development.
- The Headteacher must provide leadership and management of the school and promote a secure foundation from which to achieve the highest possible standards in all areas of the work of the school.
- The Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and relevant education and employment legislation.
- The Headteacher will endeavour at all times to meet the Department for Education's National Standards of Excellence for Headteachers, 2015.

Core responsibilities of the post

Specifically, the Headteacher will:

- Articulate a strategic and compelling vision and ambition for the school
- Deliver effective leadership and management of teaching and learning
- Further develop the school's distinctive Christian ethos (as described in the school's Ethos Statement)
- Have the ability to communicate Christian teaching and values clearly and effectively not only in Collective Worship but in all other areas of school life
- Deliver effective leadership for child safeguarding and ensure effective systems are in place
- Motivate staff and pupils to achieve excellence
- Evaluate accurately the school's performance and identify priorities for improvement

- Deploy resources effectively to achieve the school's aims and deliver success for pupils
- Carry out the tasks required to lead and manage a safe, organised and purposeful learning environment for children and staff
- Secure the commitment and engagement of parents, carers and the school's wider community in supporting the school's development
- Promote equality of opportunity, respect diversity and eliminate unlawful discrimination
- Work collaboratively with other schools as required
- Work effectively with the school's Governing Board.





Diocese of Ely



The school benefits greatly from its status as a Voluntary Aided church school and maintains strong links with the [Diocese of Ely](#).

Church School Ethos Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church at parish and diocesan level. The school aims to serve its community by providing 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 all its pupils.

Cambridgeshire County Council



The school receives its funding via [Cambridgeshire County Council](#) and in accordance with Cambridgeshire's Equal Opportunities Policy, the Governors will not discriminate against any candidate on the grounds of race, gender, marital status, disability or age.

The Governors do, however, wish to appoint someone who is in sympathy with the aims of a Church of England school and who has the vision and commitment to further develop the school's distinctive Christian ethos.

