



Little Kingshill Combined School

Applicant Information Pack Headteacher





Dear Applicant,

Thank you for your interest in the position of Headteacher at Little Kingshill Combined School.

This position has become available due to the early retirement of the current Headteacher. Over the last twelve years Mrs Sutaria has led the school very successfully, and we are proud of our happy village school.

An outstanding foundation has been built over the last decade at Little Kingshill Combined School. Mrs Sutaria's retirement comes at a similar time to the retirement of the Deputy Head, Mr Barnard. An internal promotion sees this position being filled from September 2019 by a senior leader who knows the school, the staff and the children well. Due to a couple of other teachers moving on, there will be some new staff starting this September, including three NQTs. This is a key time in the development of our school, and we are excited by the possibilities.

This is an opportunity to lead a thriving village school, in the heart of a wonderfully supportive community, capitalising on the fresh ideas and perspectives that come with new staff and a new era of leadership.

You will be working with positive, happy and motivated children who are proud of their school. Parents are supportive, and actively engaged with their children's learning. Governors are committed to the needs to the staff and the children, and the staff are dedicated and motivated.

We are seeking a Headteacher who has the passion, skills and experience to lead our outstanding school in this exciting new phase. We want a perceptive leader who can inspire both staff and students to be their very best.

You will have:

- High expectations for all in our diverse community
- A proven track record of securing exceptional progress and attainment
- A growth mindset – committed to personal growth and reflection
- An understanding that your staff are your most valuable resource – a commitment to their development and wellbeing
- A strong vision for the future of the school
- An understanding of the financial challenges facing small village schools

I look forward to receiving your application.

Yours sincerely,

Frances Rawle
Chair of Governors

Salary Scale

Little Kingshill Combined School is a Group 2 School and the salary will be in the Leadership Range L8 – 21 (subject to experience) including fringe allowance.

Contact Information

Potential candidates are warmly welcomed to visit the school and discuss the role. To arrange an appointment or for more information, please contact the school office on office@lkcs.org.uk or telephone 01494 863744.

Please visit the school website for more details including the Applicant Information Pack and Application Form: www.littlekingshillschool.co.uk

How to Apply

Please download an application pack from the school website:
www.littlekingshillschool.co.uk

Application forms, along with a supporting letter, should be emailed to the school office at office@lkcs.org.uk

Closing date for applications: 3rd June 2019

Interviews: 14th/18th June 2019

Start date: 1st January 2020

Safeguarding Children and Safer Recruitment

We are committed to safeguarding and promoting the welfare of our children and expect all staff and volunteers to share this commitment. Full references and an enhanced DBS check will be sought from the successful candidate.

Equal Opportunities Employer

The school is committed to equal opportunities, and representing the diversity of the community we serve.

Little Kingshill and Beyond

The village of Little Kingshill is in the Chiltern Hills Area of Outstanding Natural Beauty. The village has a pub, a village green with children's playground, a church, and an arboretum.



The surrounding countryside provides a wealth of opportunities for learning outside the classroom. Priestfield arboretum provides a fantastic location for the children to participate in forest school. The cross country running club has a wealth of running routes to choose from, all on the school's doorstep.

Great Missenden has many amenities, including a train to Marylebone. The tube is a ten-minute drive away in Amersham or Chesham. The village is steeped in history, with Missenden Abbey, many ancient buildings and coaching inns which have provided a stop-off point for Prime Ministers on their way to Chequers. Roald Dahl lived for many years in Gypsy House in Great Missenden, and The Roald Dahl Museum and Story Centre is a great attraction in the village. Fans of Matilda can retrace her steps along the High Street to the public library, and if you look carefully you can spot the BFG's window.



HEADTEACHER JOB DESCRIPTION

The School Teacher's Pay and Conditions Document gives details of the role and professional responsibilities of the Headteacher. Within that framework, the Governors and LA are seeking to emphasise the following:

JOB PURPOSE

- To develop and manage the school effectively and efficiently, providing a clear vision with positive, incisive and purposeful leadership, ensuring a successful long-term strategy for the school;
- To ensure the highest possible quality of education, range of educational opportunities and standards of attainment for all pupils.

JOB SPECIFICATION

- To provide clear leadership, educational direction and professional guidance in working with Governors to develop and implement agreed aims and policies;
- To lead and manage the school's annual planning, monitoring, and evaluation procedures in partnership with Governors;
- To effectively manage the school's budget, in conjunction with the Governors and bursar;
- To foster excellent practice and high standards across the full age and ability range, for the diverse demographic of pupils;
- To establish a positive ethos which reflects a commitment to high achievement, an effective and enjoyable learning environment, good relationships and equality of opportunity for all pupils;
- To facilitate and initiate new ideas and encourage development in the curriculum in the light of the new Ofsted Framework alongside successful implementation of the required primary curriculum;
- To lead, co-ordinate and motivate the whole school staff team, ensuring effective staff development and training, with opportunities for each individual's personal and professional growth within the wider staff team;
- To ensure the care, well-being, safety and fulfilment of potential of all pupils in an environment in which each pupil is valued and achievement is celebrated;
- To promote the use of technology to benefit pupils' learning and support management systems;

- To forge and develop supportive relationships and positive liaison with parents, the community, other schools, local religious and community organisations and businesses, the LA and the various services and agencies which support the school;
- To ensure a safe, well-maintained and attractive school environment and participate in the management of the village hall (attached to the school and used by Little Kingshill School in school hours);
- To maintain and develop programmes of co-curricular activities;
- To ensure the school provides value for money in terms of the educational standards achieved and the quality of education provided.

Headteacher Person Specification

| | Essential | Desirable |
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| Qualifications and General Experience | <p>Qualified to degree level or equivalent.</p> <p>Qualified Teacher Status.</p> <p>Experience of Headship / Deputy Headship.</p> <p>Experience of working in more than one school context.</p> | <p>Relevant further professional qualification.</p> <p>To have achieved either NPQH status or be working towards this qualification.</p> |
| Knowledge and Experience | <p>Demonstrate a clear understanding of the needs of the whole combined school age range and early years education for a diverse demographic of pupils.</p> <p>A track record of excellent classroom practice and innovative curriculum development.</p> <p>Understanding and experience of organising, developing and motivating staff through career progression.</p> <p>Understanding of current educational legislation and the new Ofsted framework and its impact on primary schools.</p> <p>Understanding of the EYFS and primary curriculum and its assessment at relevant Key Stages and experience of leading curriculum development.</p> | <p>Experience of building home-school and other partnerships.</p> <p>Understanding and experience of personnel management issues and appropriate procedures.</p> <p>Understanding of the financial challenges facing small primary schools.</p> |

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| | <p>Experience of involvement in school improvement planning, including its implementation, monitoring and evaluation.</p> <p>Knowledge and experience of sound financial management.</p> | |
| Professional Skills | <p>Ability to establish, develop and promote a positive school vision and ethos with an accent on high achievement for all.</p> <p>Ability to communicate the aims, objectives and values of the school.</p> <p>Ability to set up effective teams, develop team approaches and inspire enthusiasm and commitment in fellow staff.</p> <p>Ability to communicate effectively, both orally and in writing, with a wide variety of people both inside and outside the school community.</p> <p>Ability to empathise with children across the age range and a variety of ethnic backgrounds and to ensure a firm, fair and consistent approach across the school.</p> <p>A competent user of technology, with a clear understanding of its use to aid the quality of teaching and learning and effective management.</p> <p>Time management skills and a willingness to delegate where appropriate.</p> | <p>Recognise the difference between leadership and management.</p> <p>An understanding of the potential for the use of digital platforms for primary education.</p> |
| Personal Qualities | <p>Excellent interpersonal and listening skills with ability to empathise.</p> <p>Enthusiasm and creativity alongside the ability to pay attention to detail when necessary.</p> <p>A sense of perspective and the ability to be reflective and self-critical.</p> <p>Ability to be pro-active and positive about challenge and change.</p> <p>The ability to establish productive working relationships with a wide range of people including pupils, parents, colleagues (including those in other schools), governors, and members of the local community.</p> | <p>Evidence of a sense of humour; flexibility; coolness under pressure, even with competing priorities; effective networking and other superhuman qualities required!</p> <p>Ability to lead by example with integrity and resilience.</p> |

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| Philosophy and Commitment | <p>A passionate commitment to education.</p> <p>Clear and appropriate vision for the continued development of the school.</p> <p>Ability to articulate a clear philosophy of primary education and its development within the school.</p> <p>Commitment to equality and diversity, to ensure that the educational needs of all pupils, including those with special educational needs, are fully met.</p> <p>Understanding of, and commitment to, developing links between home, school, the community and local business.</p> <p>Commitment to high standards, continuous improvement and quality assurance.</p> <p>Commitment to putting pupil outcomes at the core of all aspects of leadership and management.</p> <p>Commitment to developing a broad and varied curriculum that provides opportunities to excel and enjoyment for all pupils.</p> <p>A commitment to growth mindset philosophy to enable the highest achievement for all.</p> <p>A sensitive understanding that staff are your most valuable resource.</p> | |
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School Address: Little Kingshill Combined School, Windsor Lane,
Little Kingshill, Great Missenden, Buckinghamshire,
HP16 0DZ

Local Authority: Buckinghamshire

Age range: 3 to 11

Phase of education: Primary

Gender of entry: Mixed

URN: 110244

Website: www.littlekingshillschool.co.uk

Telephone: 01494 863744

Ofsted rating: Outstanding (Last inspected 2011)

Number on roll 240