



## Haslingfield Endowed Primary School

*"Learning to achieve excellence, in a safe, happy environment."*



### Headteacher Application Pack

Closing date: **Monday 22<sup>nd</sup> March 2021** at 12:00 pm

Email: [headship@epm.co.uk](mailto:headship@epm.co.uk)

Website: <http://www.https://www.haslingfield.cambs.sch.uk>

Haslingfield Endowed Primary School

High Street Haslingfield

Cambridge

CB23 1JW

**Commencing September 2021**



## Headteacher Application Pack

### Contents

Letter of introduction from the Chair of Governors	<b>3</b>
The selection process	<b>4</b>
Our school	<b>5</b>
Location	<b>7</b>
Learning environment	<b>9</b>
Forest school	<b>9</b>
Staffing	<b>10</b>
Working with others	<b>11</b>
The wider context	<b>12</b>
Who we are looking for	<b>13</b>
Job description	<b>14</b>
Person specification	<b>17</b>
Support for new Headteachers	<b>20</b>
Letter from Mr McLeod - Headteacher	<b>21</b>

## Letter from the Chair of Governors



Dear Prospective Candidate,

Thank you for your interest in the post of Headteacher at Haslingfield Endowed Primary School, following the retirement of Graeme McLeod after 16 years at the school.

Haslingfield Primary School is an extremely vibrant community-centred school with high popularity, situated on the southern fringes of Cambridge City and serving the villages of Haslingfield and Harlton.

The school is a smaller-than-average one form entry Primary that maintains strong results and prides itself on ensuring children flourish by nurturing their aspirations within a safe, secure and happy environment.

In the three years of my tenure as a Governor - and latterly in the last two as Chair - I continue to be inspired by the innovative methods which staff apply to meet the unique learning needs of every child. Their commitment in role across the school, regardless of position and or hierarchy, demonstrates a true sense of community, witnessed on a daily basis in the current educational climate of COVID.

The school promotes an extremely varied curriculum encompassing a positive balance of core subject areas in addition to a strong focus on the arts. We are particularly proud to have been awarded Platinum Status for 'Artsmark' in 2019 - a prestigious recognition of the hard work and continued commitment of children, parents and staff in supporting the school, its values and ethos. It is an award that is held by a limited number of primary schools, and we are one of only twenty in the country to hold this status.

Parents are highly complimentary about the quality of learning and of staff. Relationships are engaging and there is a strong sense of family, both within and outside the school. Governors acknowledge the hard work of staff and the dedication they give in their roles.

This Governing Body is seeking an inspirational, forward thinking, highly-motivated, strategic leader who has strong visionary goals and the ability to deliver results: a team leader who has the attributes to challenge themselves and others and to gain outstanding results for all.

If you feel that this role is for you and would like to know more about the school and its local community, I strongly recommend you visit our website <https://www.haslingfield.cambs.sch.uk> where you will find an array of detail and also the opportunity to undertake a virtual tour.

May I take this opportunity to wish you well in your application.

Regards

*Paula Durrant*

Paula Durrant – Chair of Governors

## **The selection process**

The vacancy is for a Headteacher to start in September 2021, although we would consider revision of this timescale for an exceptional candidate. The salary scale is **L10-L18**

Your application form should be completed with reference to the Job Description and Person Specification: we ask that you limit your further information to two A4 pages. The selection panel will take into account the qualifications and skills of each applicant as well as experience.

## **Key Dates**

Closing date for applications: **Monday 22<sup>nd</sup> March 2021, 12:00 noon**

Any applications received after this date will not be accepted.

Short listing: **Tuesday 23<sup>rd</sup> March 2021**

Candidates chosen for the short list will be notified as soon as possible afterwards. Unsuccessful candidates will also be notified.

Whilst we would normally encourage candidates to visit the school we are presently guided by current COVID restriction guidance and any present laws that are imposed by this. The board will seek to provide a virtual tour and the opportunity for general questions about the school premises, location and local community. We strongly encourage a virtual visit and/ or informal chat. To arrange this please contact Paula Durrant, Chair of Governors at [chair@haslingfield.cambs.sch.uk](mailto:chair@haslingfield.cambs.sch.uk)

Interviews: **Thursday 25<sup>th</sup> and Friday 26<sup>th</sup> March 2021**

The Interview will include a presentation, the subject of which will be advised upon invitation to interview.

Please return your completed application form marked for the attention of Paula Durrant, Chair of Governors by email to: [headship@epm.co.uk](mailto:headship@epm.co.uk).

## **Safeguarding**

Our school is committed to safeguarding and promoting the welfare of children and expects its staff to share this commitment. The post-holder must uphold this commitment at all times. This post is subject to an enhanced DBS check and satisfactory references.

## **Equal Opportunities**

The Governing Body undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sex or marital status, or by reason of race, nationality, gender orientation, colour or ethnic or national origins.

**Please note that in keeping with current legislation, canvassing any member of staff or member of the governing body is prohibited and will be considered a disqualification.**

## Our School

*“Haslingfield Endowed Primary School is a community school that values giving children opportunities to progress and flourish. We aim to provide children with a stimulating environment to build confidence and experience and success”.*

*Graeme McLeod (Headteacher)*



Haslingfield Primary School is currently a 1FE school. In the academic year 2020/2021 there are 160 pupils on roll.



## Class Structure and facilities

<b>Ash</b>	<b>Reception</b>	The school has extensive grounds, including a large L shaped playground, with a separate early-years play area, a large playing field used for football and other sporting activities, a tarmacked track, wooden play equipment and a sensory garden.
<b>Birch</b>	<b>Year 1</b>	
<b>Hazel</b>	<b>Year 2</b>	
<b>Hawthorn</b>	<b>Year 3</b>	There is also a conservation area used for environmental studies.
<b>Oak</b>	<b>Year 4</b>	There is a large hall used for assemblies and as a canteen as well as for concerts and performances by the various clubs and groups, including the school's instrumental ensemble, and school choir, who recently reached the finals of a national choral competition.
<b>Willow</b>	<b>Year 5</b>	
<b>Beech</b>	<b>Year 6</b>	

We are also extremely fortunate to have an open air swimming pool that children and their families can enjoy during the Summer Term and holidays. A dedicated Swim Club oversees the management of this.





The school is supported by a strong Governing body, comprising: Local Authority; Foundation; Parent; Co-Opted; and Associate members.

Haslingfield is also fortunate to have a very active PTFA which is one of many links between the school, its parents and the wider community. One of its primary tasks is to raise extra funds for the school through a variety of enjoyable social events.

The school operates a House system with Year 6 children voted as House Captains and also has a number of Pupil Committees which include:

**School Council** – This comprises twelve elected children who represent all classes and all children, sharing their views to impact improvement in the areas valued by the children. Meeting once a month, this ensures that pupils retain a voice within the school community.

**Eco Schools Committee** – Children work alongside adults to improve the school's environmental footprint. Recent activity has included involvement in researching and installing of Solar Panels.

**Health and Safety Committee** – Children actively monitor and report on school resources and systems, to assist in maintaining a high level of safety around the school.

#### Ofsted Inspection

23<sup>rd</sup> October 2017



- The leadership team has maintained the good quality of education in the school since the last inspection.
- The governing body and other leaders have built effectively on the strengths found in the last inspection. Together, you have made sure that the school continues to be a happy and friendly place. Consequently, both the pupils and staff enjoy working at Haslingfield.
- The knowledgeable governing body provides good challenge to other school leaders.
- You and your leadership team are very clear in discussion about the school's main priorities, including improving pupils' progress in writing.
- Your pupils are great ambassadors for the school and they make a considerable contribution to its success.
- Pupils thoroughly enjoy school and behave well.
- Pupils are especially positive about the way that learning is enriched by an extremely wide range of clubs and by the imaginative use of visits and visitors to bring subjects alive.

#### Parents' Comments from inspection;

*'The teachers are enthusiastic, and demonstrate commitment to the children's learning and well-being every day,'*

*'Our child loves it here and we would not contemplate sending her anywhere else'.*

## Location

### Haslingfield

Haslingfield is a thriving village and civil parish in South Cambridgeshire, England. The village is about six miles south-west of Cambridge, between Harston, Barton and Barrington.

The village has a primary school, a pre-school (Little Owls), two churches, a village hall, a pub, two shops, a large recreation ground (complete with new children's playground, floodlit tennis courts, football and cricket pitches) and a skate-board park as well as many clubs and societies which cater for all interests and ages.

Further detail about the village can be found on the village website <https://haslingfieldvillage.co.uk/about-haslingfield/>



The school has an affiliation with Haslingfield United Charities which was established to support the education of children of Haslingfield, to provide funds to maintain the Church and help vulnerable members of the community.

During the Covid-19 lockdown the United Charities have offered funding, to be administered by the School, to support vulnerable children who may be in need of support with school materials, paper, printer cartridges etc. whilst having to learn remotely. The school are appreciative of their continued support and of their representation within the school, through the roles of Foundation Governors.



Haslingfield is a great place to live and work. The best of both worlds, idyllic rural surroundings with an abundance of history and a vibrant and active community, yet close to the hustle and bustle of Cambridge City.

## Harlton

Harlton is a small community of 300 people. It is an ancient village with a church and two pubs.



The Hare and Hounds pub is owned by the community and runs numerous events throughout the year, including a turn up nativity with carol singing in the pub. The Wheatsheaf Pub is also home to La Pergola - an Italian restaurant.

The village has a thriving cricket team. Harlton also runs its own organ scholarship programme, helping young people to learn the organ - many going on to play in Cambridge colleges. The village clunch pits - where clunch was mined for many years - is now a wooded area owned by the parish council and used by many in the village.



Further detail about the wider area can be found here <https://www.cambridgeshire.gov.uk/>



## Learning Environment

We encourage children to take responsibility for their own learning, to be involved as far as possible in reviewing the way in which they learn, and to reflect on how they learn, what helps them learn and what makes it difficult for them to learn.

When we are teaching, we focus on motivating all the children and building on their skills, knowledge and understanding of the curriculum, so that they reach the highest level of personal achievement.



## Forest School

Forest School at Haslingfield School provides children with opportunities to learn through experience in a natural outdoor setting. They work in a practical way to develop their self-esteem and confidence and foster a sense of awe, wonder and respect in the natural world.



Forest School aims to look at the child in a holistic way, developing emotional intelligence, self-awareness, self-regulation, social skills, empathy and self-motivation. Children are encouraged to be curious, fascinated, interested and inventive in the world around them.

It is based on a child's right to play and the freedom to meet challenges and learn to handle risk. Children develop personal and social skills, work to solve practical problems and challenges and develop an ability to review and reflect on their learning.

The children use tools to create, build or manage and develop practical skills that improve physical motor skills and build confidence in decision making and evaluating risks. The connection between ourselves and nature are explored, and this supports the understanding of the benefits of a balanced and healthy lifestyle and fosters a lifelong respect and love of the world around them.

Children are allowed time to pursue knowledge that interests them, which results in greater motivation and improved concentration skills.

## Staffing

**Headteacher**

Mr G McLeod (Safeguarding/Prevent Lead)

**Deputy Headteacher**

Miss Donna Peck

**Special Educational Needs & Disability Co-ordinator**

Miss C Kimberley

Class		Teacher/Teaching Assistant	Number in Class
Ash	Reception	Mrs Lightfoot	15.
		Mrs Symmons	
		Mrs Chadwick (Nursery Nurse)	
Birch	Year 1	Mrs Noble	22
		Mrs Williams	
		Mrs Smart	
Hazel	Year 2	Mrs Chapman Burton	23
		Mrs Hobbs	
Hawthorn	Year 3	Mrs Lees & Mrs Keen	14
		Mrs Taylor	
Oak	Year 4	Miss Kimberley	27
		Mrs Williams	
Willow	Year 5	Mr Brown	30
		Mrs Gibbs	
Beech	Year 6	Miss Peck	29
		Miss Houghton (HLTA)	
Spanish		Ms Anderson	
Music		Mrs Lihoreau	
Art		Mrs Woodard	
HLTA		Mrs Siddall	

<b>Peripatetic Teachers</b>	Piano	Mrs Mayo/ Mrs McElroy
	Guitar	Mr Cory
	Drums	Ms Robinson
	Brass	Mr Dawson
	Violin	Mrs Brien
	Woodwind	Mrs Cooper
<b>Support Staff</b>	School Business Manager	Vacant
	Clerical Assistant	Mrs Stanley
	Finance Administrator	Mrs Miller
<b>Caretaker</b>	Mrs Gathercole	
<b>Cooks</b>	Mrs Harrup	
	Mrs Freemantle	
<b>Lunchtime Supervisors</b>	Mrs Williams (Mid-day Coordinator) (TA)	
	Miss Houghton (TA)	Mrs Wilson
	Mrs Lovegrove	Miss Read
<b>Out of School Club</b>	Mr Martin	Mrs Smart
	Miss Ellwood	Miss Coxall

## **Working with Others**

Haslingfield Primary School has a dedicated Out of School Club that operates from 08:00 until 08:45 in the morning and 15:20 until 18:00 in the afternoon. It also operates a number of other clubs these include but are not limited to:

- Fencing
- Chess
- Computer Coding Club
- Archery
- Choir
- Street Dance
- Athletics Club/Gymnastics
- Brownies
- Music Ensemble
- Drama
- Football/Girls Football

Haslingfield Primary School also has established links with Little Owls Pre-School, based at Haslingfield Methodist Church, and a member of the school staff sits on the Pre-School Management Committee. The Pre-school is a registered charity and is operated by a management committee. Further detail about the provision can be accessed via the following link; <http://www.haslingfieldpreschool.org/>

## The Wider Context

Cambridgeshire is the fastest growing county in the country and one of the main economic drivers for the UK. The 0-19 population of Cambridgeshire is expected to increase by 18.5% between 2016 and 2036, although not evenly across the County. Cambridge City is expected to grow by 12.3% over this period, while South Cambridgeshire is facing an increase of 29.4%.

There are around 137,800 children and young people under the age of 18 years living in the county, which represents 21% of the total population. The level of free school meals is lower than the national average. Nationally 14.5% of primary pupils and 13.2% of secondary pupils are eligible for free school meals: across Cambridgeshire the levels are 9.8% and 8.3% respectively.



Children and young people of school age from minority ethnic groups account for 12.2% of primary pupils and 9.4% of secondary pupils - compared with 31.4% and 27.9% respectively for the country as a whole. Locally the largest minority ethnic group is Asian (3.8% of school-aged children). Travellers of Gypsy Roma and Irish heritage account for 0.7% of the school age population compared with a national average of 0.4%.

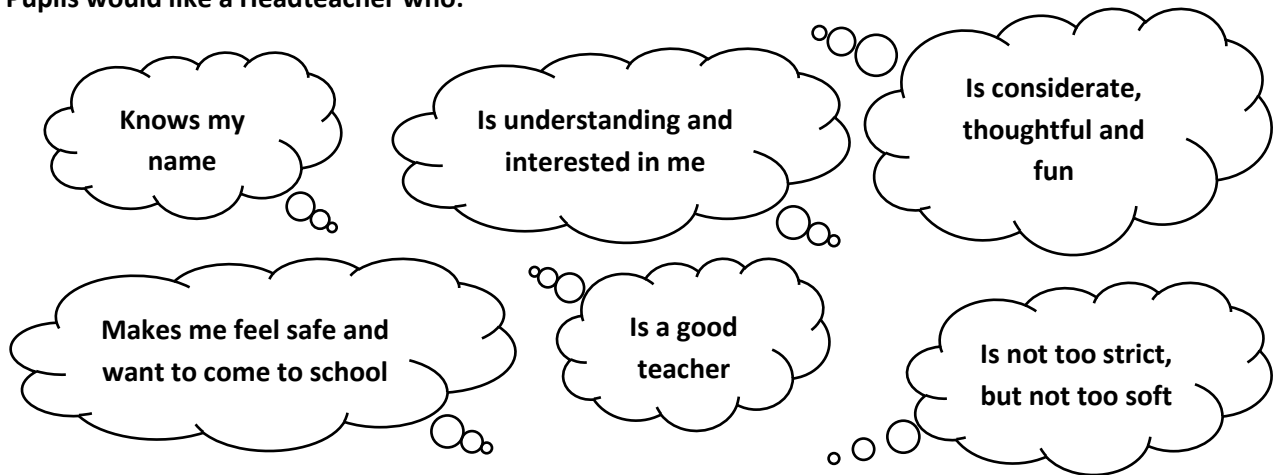


Cambridgeshire is a relatively prosperous county. Our children generally have above average health, educational attainment and life chances. However there are pockets within the county where deprivation levels exceed or equal the national average, particularly in parts of Wisbech, Huntingdon North and the north east of Cambridge City. A particular feature of Cambridgeshire is that deprivation is spread widely across the county: 65% of children living in low income families live in our more affluent areas.

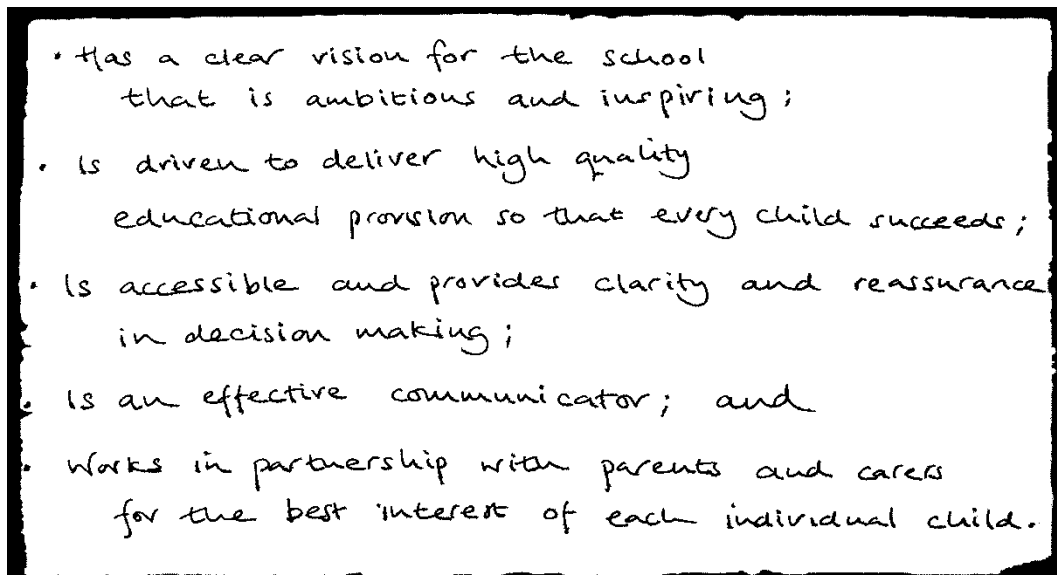


## Who we are looking for

Pupils would like a Headteacher who:



Parents would like a Headteacher who:



Staff would like a Headteacher who:



## **Job Description – Headteacher**

### **MAIN PURPOSE**

*“To provide clarity of vision and dynamic leadership, working in partnership with parents, staff and governors, to deliver an aspirational and excellent education that enables ‘ALL’ within the school community, both pupils and staff, regardless of their starting point, to achieve their full potential in a safe, secure, and happy environment”.*

The Headteacher of Haslingfield Endowed Primary School will ensure that the school’s aims are implemented in accordance with the Raising Achievement Plan and other strategic plans and the policies of the Governing Body.

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 their 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, 2020.

### **KEY RESPONSIBILITIES**

#### **Shaping the Future**

The Headteacher will work with the Governing Body to create a shared vision and strategic plan which inspires and motivates pupils, staff and others in the school community. Specifically, the Headteacher will:

- Have a strategic view of how to successfully develop and improve the school;
- Develop and monitor the School Improvement Plan;
- Inspire, challenge and motivate others to take forward the strategic plan;
- Work successfully with relevant agencies to promote the school, and foster the well-being and achievement of pupils and staff, including preparing pupils for transition; and
- Advise the governors on key educational changes that may affect the school.

#### **Leading Learning and Teaching**

The Headteacher will be responsible for ensuring high standards of teaching and learning to ensure that every child can reach their full potential including:

- Demonstrating personal commitment and enthusiasm for the learning process, including teaching as necessary and appropriate, providing a model of the standards expected of all teachers within the school;

- Leading assemblies, which incorporate acts of worship (for example, prayers), and cooperating with others who may lead or assist acts of worship, which underpin the values of the school;
- Ensuring a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in all pupils' learning;
- Celebrating success in all aspects of school life, and ensuring that an atmosphere is created where every child can succeed and achieve, through high quality and personalised learning experiences for pupils of all backgrounds and abilities;
- Implementing strategies which encourage high standards of behaviour, attendance and pupil welfare; and
- Overseeing the curriculum and its development, fostering outstanding working practices, and encouraging debate and new learning amongst teaching and support staff.

### **Leading and Managing Staff**

To develop effective relationships and communication which underpin a professional learning community that enables everyone in the school to achieve, the Headteacher will:

- Ensure that outstanding teaching is the primary objective for all teachers;
- Lead, motivate, support, challenge and develop staff, so that they can reach their full potential;
- Recruit, retain and deploy staff appropriately to achieve the vision and goals of the school;
- Ensure that all staff are engaged with the school's strategic priorities, and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff;
- Manage staff performance effectively; and
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

### **Managing Resources**

The Headteacher will provide effective organisation and management of the school including:

- Ensuring that pupil safety is at the centre of all of the school's activities;
- Promoting creativity, innovation and the use of appropriate existing and new technologies to achieve excellence;
- Agreeing and setting appropriate priorities for expenditure with the Governing Body, allocating funds and monitoring the effective administration and control of school budgets so that the school secures its objectives;
- Deploying and managing the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities, in line with the school's strategic plan and financial context;
- Ensuring school buildings and facilities meet the needs of pupils and staff, and are of the highest standard of cleanliness and repair, compliant with health and safety regulations; and
- Exploring and developing additional sources of funding.

### **Stakeholders and the Local Community**

The Headteacher will engage with the local and wider community including:

- Working in partnership with all parents, carers and the wider community to deliver the vision and development of the school, and to enhance the education of all pupils;

- Acting at all times as an ambassador for the school in a manner which upholds its values and ethos;
- Building relationships with the local community to enhance the learning opportunities for the school;
- Developing a positive relationship with the school Governing Body, consulting with its members regularly; and
- Contributing to the development of education through sharing effective practice, working in partnership with other schools to share learning and contribute to new initiatives, including learning from each other and current research.

### **Accountability and Governance**

The Headteacher will be legally and contractually accountable for the school, its environment and all its work, including:

- Working with the Governing Body to analyse and plan for the future needs and further development of the school within the local, national and international context;
- Translating the vision into a plan with agreed, prioritised objectives and operational plans, which will promote and sustain school improvement within an agreed timeframe;
- Encouraging a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success, and accept responsibility for outcomes;
- Presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, OFSTED and others, to enable them to contribute effectively; and
- Ensure that all legal requirements, including Child Protection and Health and Safety, are fulfilled.

### **Child Protection**

The Headteacher is the designated person for Child Protection. The Governing Body of the school is committed to safeguarding and promoting the welfare of children, and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children. The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

### **Salary Scale**

The current range is L10 – L18

### **Additional information**

The Headteacher may be asked by the Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year, or earlier, if necessary. In addition, it may be amended at any time after consultation with the post-holder.



## Person Specification - Headteacher

In order to meet the standards of the Leading Professional in our school, the Governing Body seek to employ a person with the following experience, knowledge and skills. The criteria given will be used as part of the short listing and interview process. The successful candidate will be required to undergo enhanced disclosure from the DBS, and must be willing to undertake all aspects of the job description.

Key Assessment: Application (A), Interview (I), References (R)

	Essential	Desirable	Assessment
<b>Qualifications</b>			
Qualified Teacher Status	✓		R/A
Degree or equivalent	✓		A
Evidence of CPD relevant to school leadership and management	✓		A
National Professional Qualification for Headship (NPQH)		✓	A
<b>Qualities and Knowledge</b>			
Minimum of 2 years recent experience as a Headteacher, Deputy/Assistant Headteacher or similar e.g. membership of a school Leadership Team	✓		A, I, R
Successful and sustained track record as an outstanding classroom practitioner	✓		A, I, R
At least 3 years' recent experience of providing outstanding classroom teaching		✓	A, I, R
Proven skills in strategic thinking, leading to effective planning and delivery against strategic improvement plans	✓		A, I, R
Building strong working relationships with staff, governors and parents to develop the school's ethos, values and objectives		✓	A, I, R
Development of effective curriculum initiatives and whole school integration of these	✓		A, I, R
Leadership of monitoring and assessment	✓		A, I, R
Effective verbal and written communication with staff, parents and governors	✓		A,I

Successful management of budgets and other resources using sound financial management practices to procure services and ensure best value of the school's resources	✓		A,I
Successful management and development of staff including leading CPD	✓		A,I
Experience of recruiting staff		✓	A,I
Experience of working collaboratively with other schools and organisations to secure improvement	✓		A, I, R
Ability to engage with the wider community to establish effective links	✓		A, I, R
<b>Systems and Processes</b>			
Ensure that the school's systems, organisation and processes are efficient and fit for purpose	✓		A, I, R
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils	✓		A, I, R
Thorough understanding of safeguarding and proven experience of promoting child well-being	✓		A,I
Good knowledge of the health and safety requirements for the school environment	✓		A,I
Evidence of promotion, implementation and monitoring of equal opportunities across all aspects of the school		✓	A, I, R
Experience of successful delivery against agreed strategic plans	✓		A,I
Strong understanding of effective approaches in managing individual behaviour needs within the whole school community	✓		A,I
Effective and competent technology and computing skills	✓		A, I, R
<b>Personal Qualities</b>			
Creativity and imagination in response to changing circumstances and new ideas with a positive, solution-focused approach	✓		A,I
Lead by example with integrity, creativity, resilience using personal expertise and skills and drawing on those of others	✓		A, I, R

Resilient, robust and calm under pressure	✓		A, I, R
Passionate about providing a broad, creative and rich learning environment and experience	✓		A,I
Approachable and enjoys being highly visible to pupils, staff and parents	✓		A, I, R
Displays professional and personal reliability, integrity and respect	✓		A, I, R
<b>Leadership and Management</b>			
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	✓		A, I, R
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	✓		A, I, R
Welcome strong governance and actively support the governing body to set school strategy and hold the Headteacher to account	✓		A,I
Hold all staff to account for their professional conduct and practice; ensure weak practice is improved and good practice is shared	✓		A, I, R
Model excellence in behavior and relationships at all times	✓		A, I, R
Manage complaints, conflicts and divisions sensitively and constructively to achieve resolution	✓		A,I

## Support for New Headteachers

Cambridgeshire County Council recommends that the following elements should take place in the first term of a new Headteacher's appointment in Cambridgeshire:

- New Headteachers will be invited to attend a welcome meeting before they take up their appointment to meet with Local Authority officers and to receive their 'Essential Information for New Headteachers' Booklet, which includes key contacts and other important information.
- Introductory Meeting – The Area Senior Adviser and/or Education Adviser will make contact with the head to arrange an initial visit. This meeting is to discuss priorities identified from school self-evaluation. It is designed to help the new head gain an overview of the school. At this meeting all Headteacher induction support arrangements are discussed.
- Initial visit from the school's personnel provider.
- New Headteachers have the opportunity to join the Cambridgeshire Headteacher Induction Programme – a local induction programme for nursery, primary and special school Headteachers run by the County's Networking and Partnerships Service. This year-long programme delves into all the key aspects of effective first year headship. There is a standard charge for the service for nursery, primary and special schools.
- The National College's 'Head Start' programme also offers new Headteachers up to 30 hours of 'Professional Partner' mentoring support from an experienced Headteacher. Professional Partners are trained by the National College to provide coaching, mentoring and advisory support within the context of early headship. NPQH graduates and new Headteachers also receive support through access to new high quality online learning materials and opportunities, online networking and the New Heads conference.
- All new Headteachers can also access a personal and/or school developmental needs analysis through the Networking and Partnerships Service. This is chargeable.

Further information on the local authority can be found on the Cambridgeshire County Council website: [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

For information on education in Cambridgeshire, see [www.cambridgeshire.gov.uk/education](http://www.cambridgeshire.gov.uk/education)

Headteachers are also given a password for the Education Portal, which gives them access to online information and to a discussion group for newly appointed Headteachers:

Also see [www.ccceducation.net](http://www.ccceducation.net) and type 'New Headteacher' in the search box.



## **Letter from Mr McLeod**

Dear Candidate,

I have been extremely proud to lead the team at Haslingfield School for sixteen years and have taken a very personal decision to retire at the end of this Summer Term. This decision was one that was not taken lightly.

It has been immensely fulfilling spending this part of my life lifting and launching others, with the intent of enabling them to have loving, happy and fulfilled lives themselves. Now I look forward to my retirement from Haslingfield School, though I am saddened as I will very much miss being part of this wonderful school – built on trust and friendship – in the years to come.

I therefore would like to extend to my successor a team in which I have great pride. The dedication that staff demonstrate and their commitment to the children of Haslingfield – equipping them with the abilities to become successful, well-rounded individual ‘thinkers and doers’, capable of working well independently or with others – provides a fantastic start in life for our children.

When I leave, I will have many wonderful memories of children, staff, parents and governors, whom I have immensely enjoyed working alongside.

Being Headteacher of Haslingfield School has been extremely fulfilling: an experience I have relished and one I can whole heartedly recommend.

I wish you every success with your application.

Graeme McLeod

Headteacher