



Clipstone Brook Lower School

Belong, Thrive & Learn

Headteacher Recruitment Pack April 2024

www.clipstonebrooklower.co.uk

01525 376085

Welcome from the Chair of Governors:

Dear Headteacher applicant,

Thank you for your interest in the post of Headteacher at Clipstone Brook Lower School, Leighton Buzzard. Clipstone Brook is a community school in Central Bedfordshire that prides itself on its warm and friendly atmosphere where children's learning and personal development is at the heart of everything it does. Leaders and staff want every child to achieve the best they can during their time at the school. Clipstone Brook is a "Good" Ofsted rated school (2019) and is inclusive, so everyone is welcome and valued. The school currently has 280 pupils on roll ranging from Nursery to Year 4.

The Governing Body are looking to employ a robust individual who can build on the strengths that our outgoing head and staff have achieved but to also bring fresh ideas to continue our drive forward. You will need to be a strong, approachable, supportive leader who is passionate and knowledgeable about the pursuit of teaching and learning in schools. A vision for the future, as well as an enthusiasm for the ethos and values that have ensured the success of our school so far, will continue to create an exciting place where our children are encouraged to become happy, resilient, and successful learners, as well as confident individuals. You will be committed to monitoring and improving the quality of teaching and learning as well as having a keen insight into the effective management and budgeting of the school finances. You will be someone who can maintain strong links within the community and engage well within the school and with parents.

The person specification provides a more comprehensive list of the qualities we are looking for, but in essence we wish to appoint somebody with the wisdom, experience, and confidence to take the school forward; someone who builds on what is currently good and ensures we continue to improve by embracing the opportunities and challenges which are offered in a good primary school.

In the application pack we have provided a flavour of the school in order to give you an indication of the scope and range of opportunities and possibilities that the post offers. I hope that you find the information that we have provided comprehensive and will answer any questions you may have, but please do take a look at our new school website for more information.

I warmly encourage you to visit the school to see the pupils and staff at work. Please contact Mrs B Hanlon on 01525 376085 to make an appointment. The closing date for this position is 15:00 on the 10th of May 2024. The interviews for this post will be held on 21st and 22nd May 2024.

On behalf of the Governing Body, I would like to express our thanks at your interest in our happy, vibrant school and hope that you are eager to commit to helping our school further develop and grow to become an outstanding school. I look forward to receiving your application.

Kind regards

K Pearce

Mrs K Pearce
Chair of Governors

Our vision

At Clipstone Brook, our vision is to be a friendly school at the heart of our community by ensuring that we all feel like we belong. We aim to achieve ambitious outcomes for our children by providing they thrive and learn to give them the best start in education and life.

We want everyone to live our school values of being ambitious, trustworthy, honest, compassionate, friendly, and determined.

We are a community school, and we encompass all that this means. Our close links with families and the local area ensure we provide a relevant, community-based education with a global caring outlook.

Our aims

We aim to:

- Provide equal opportunities for all pupils.
- Provide teaching and learning of the highest quality.
- Adapt learning to take account of the needs of each individual.
- Support pupils' physical, mental, social, moral, spiritual, and cultural needs.
- Keep all pupils safe from physical and emotional harm.
- Provide a broad, balanced, and rich curriculum that prepares pupils for modern life.
- Enrich pupils' learning through visits and experiences.
- Embrace the community and make parents part of the school's success.
- Create a friendly, happy atmosphere where good behaviour is the norm and attitudes to learning are positive.
- Achieve the best outcomes for all.

The school's context

Established in 1972, Clipstone Brook is a local authority maintained Lower School in Central Bedfordshire. We are pleased to be a friendly community school and have taught multiple generations of local children. In 2015 we expanded with the need for more local school places and have added extra classrooms and facilities to the school grounds.

Clipstone Brook Lower is in Leighton Buzzard, an area of mixed socio-economic demographic, including an increasing number of children with EAL often being new to the UK. A proportion of pupils join the school from out of catchment.



We are a two-form entry school in Years R to 4, with an additional Nursery class in a 16-place provision for 30 hours per week. Our PAN is 60. 13.7% of the pupils are in receipt of Pupil Premium, 11% of the pupils with SEND at SEN Support and 1.7% of pupils with an EHCP.

Looking to the future

In May 2019 we responded to Central Bedfordshire's proposals for a change from a three-tier system of education with Lower, Middle and Upper Schools, to a two-tier system of Primary and Secondary Education in Leighton Buzzard positively and would welcome the opportunity to expand into a Primary School under the new system. With this in mind we are strengthening our ties and collaboration with the other local schools near us in order to provide the best for our pupils as the system changes.

The timetable for these plans has slipped from the original goal of making this change in the 2023/24 school year. However, the communication that we have had with local schools and the local authority about these changes continues and we are still working towards a plan that will see Clipstone Brook become a 2 form / class (60 PAN) Primary School for local pupils in Leighton Buzzard.

Ofsted.

In November 2019, the school underwent an Ofsted Section 5 inspection under the September 2019 framework, achieving 'good' judgments in all areas.



Curriculum progression documentation and plans are in place, although these continue to be reviewed and adapted, with links between EYFS and the National Curriculum identified and adapted to meet the needs of the most disadvantaged pupils in the foundation subjects. Summative assessment practices have been introduced in the foundation subjects. They remain under review and adaptation to ensure that they are manageable for teachers and that assessment information is meaningful.

Pupil outcomes: July 2023

EYFS

Clipstone Brook GLD: 71%	National GLD: 67.2%
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Year 1 Phonics

Clipstone Brook: 95%	National: 79%
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Key Stage 1 Outcomes

Clipstone Brook Reading ARE: 74%	National Reading ARE: 68%
Clipstone Brook Reading GD: 30%	National Reading GD: 19%
Clipstone Brook Writing ARE: 56%	National Writing ARE: 60%
Clipstone Brook Writing GD: 11%	National Writing GD: 8%
Clipstone Brook Maths ARE: 70%	National Maths ARE: 70%
Clipstone Brook Maths GD: 35%	National Maths GD: 16%

Job Information

Headteacher

Clipstone Brook Lower School

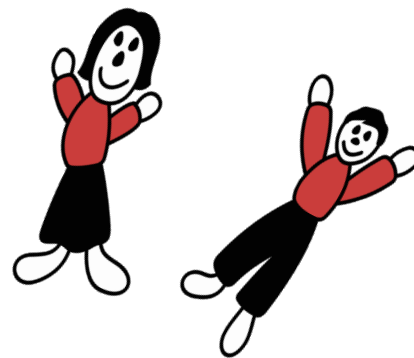
Salary range: £66,628 - £77,195 (L15 – L21)

Type of role: Permanent, full-time

Closing date: 3pm, Friday 10th May 2024

Interview dates: Tuesday 21st and Wednesday 22nd May 2024

Start date: September 2024



Job Description

Clipstone Brook Lower School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Headteacher will carry out his/her professional duties in accordance with and subject to the National Conditions of Employment for Headteachers and the School Government Regulations.

The Headteacher will be responsible to the Governors for the conduct, management, and administration of the School, subject to any policies which the Department for Education and employment and the Governors may make. The job description is subject to annual review.

Accountabilities

1. Teaching

- 1.1. Participate, to such an extent as may be appropriate having regard to other duties, in the teaching of pupils at the School, including the provision of cover for absent teachers.

2. Management of Pupils' Attainment and Progress

- 2.1. Determine, implement, and monitor systems for monitoring and improving pupils' attainment and progress.
- 2.2. Determine and implement standards of behaviour and discipline.

3. Management of Staff

- 3.1. Ensure high standards of teaching.
- 3.2. Lead, motivate, deploy, and manage staff.
- 3.3. Establish an appropriate staff structure and define staff tasks, responsibilities, and job descriptions.
- 3.4. Participate in and advise Governors on the selection and appointment of high quality staff.
- 3.5. Develop and implement policy and procedures for staff development, appraisal, and support.

4. Management of Curriculum

- 4.1. Determine, implement, and review the curriculum to ensure breadth, balance, and relevance to all pupils whatever their abilities, aptitudes, and needs.

5. Financial Management

- 5.1. Take overall responsibility for the management of all the School's financial resources.
- 5.2. Determine short, medium, and long term priorities for the School having regard to any financial implications and the ability to meet these from foreseen income.

6. Management of Resources and Premises

- 6.1. Ensure the development, maintenance, security and safety of the School buildings, grounds, and equipment.

7. Management of Pupils' Attainment and Progress

- 7.1. Establish and maintain communication with employers and links with supporting external agencies and the media.
- 7.2. Represent the School to other groups and the local community.
- 7.3. Support and encourage the involvement of parents in the life and work of the School through the medium of the Parent Teacher Association and by other appropriate means.
- 7.4. Promote links with local primary schools and secondary Headteachers.

8. Management of Pupils' Attainment and Progress

- 8.1. Advise and assist the Governing Body in the exercise of its functions.
- 8.2. Draft the school development plan for consideration by the Governing Body.

Person Specification

Area of Assessment	Essential	Desirable	Evidence / Identified by:-
Qualifications	a) Qualified teacher status b) Evidence of continued professional development c) Working towards NPQH if not already an existing headteacher	a) Degree or equivalent b) National Professional Qualification for Headship c) Safer Recruitment training	Application and verification
Skills	a) Proven leadership skills b) Proven skills in strategic management c) Excellent communication skills d) Strong resilience, stamina, energy, drive, and confidence.		Application Form References In-tray exercise

Experience	<ul style="list-style-type: none"> a) Substantial continuous teaching experience with KS1 and 2 b) Substantial deputy/acting headteacher experience c) Good ICT skills d) Financial management experience and understanding 	<ul style="list-style-type: none"> a) Experience of working in more than two schools b) Experience of teaching children with SEN c) Early Years expertise 	Application Form Presentation
Personal Attributes	<ul style="list-style-type: none"> a) Ability to develop a shared vision to lead, inspire and motivate with supporting plans to achieve it b) Inclusive attitude to parents/carers, governors, and the wider community c) Ability to develop and sustain a positive school ethos and build a supportive culture of teamwork d) Positive approach to challenges which demonstrate creativity, imagination, and solutions e) Evidence of due regard for existing good practice and any change implemented with foresight and sensitivity. 	<ul style="list-style-type: none"> a) Experience of staff recruitment, retention, and development b) Experience of managing a project c) Experience of working with multi agencies and community groups d) "Completer Finisher" and attention to detail 	Application Form In-tray activity
Improving the life chances of children and young people	<ul style="list-style-type: none"> a) Commitment to developing a staff who have the necessary skills and knowledge to promote equality, respect, diversity, and challenge stereotypes to promote the rights of children and young people b) Recognition of the role of parents, carers and families play in helping children and young people succeed and thrive through being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being c) Evidence of the ability to inspire high levels of performance in pupils. d) Have a clear understanding of how a school can promote the welfare and quality of life of its pupils, whilst maintaining high levels of student behaviour/conduct and respect e) Up-to-date knowledge of best safeguarding practice f) Up-to-date knowledge of SEN g) Have a clear understanding of how to support different groups and abilities of pupils 	<ul style="list-style-type: none"> a) Determination to overcome all barriers to the effective inclusion of all b) Experience of practice which promotes activities other than academic c) Evidence of the ability to analyse the complexity of issues relating to pupils' attainment and progress and develop effective and creative responses. 	Application Form Presentation
Management of the Curriculum	<ul style="list-style-type: none"> a) Depth of knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring, and assessment b) Effective communication about curriculum, both within the School and in the community, for example to parents 	<ul style="list-style-type: none"> a) Ability to analyse complex curriculum issues and develop effective and creative responses 	Application Form In-tray activity

Management of Staff	<ul style="list-style-type: none"> a) Significant experience and a proven record of achievement as a senior manager in primary education b) Evidence of being energetic, committed, and creative professional able to lead and maintain high morale c) Evidence that s/he is able to lead by example, a team worker but also a self-starter who motivates and gets results d) The ability to handle difficult situations effectively with subtlety and sensitivity e) Positive, optimistic, and approachable with a commitment to equal opportunities and high achievement 		Application Form Presentation (?)
Application	<ul style="list-style-type: none"> f) Good quality letter of application which addresses the specification g) Letter should convey why the applicant is applying for this post 		Application Form and letter
Other Factors	<ul style="list-style-type: none"> a) Fully supportive references b) Full DBS clearance 	<ul style="list-style-type: none"> a) Involvement in community events 	References

Applications

Applicants are invited to apply online via MyNewTerm and your completed application should be uploaded via that platform.

In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. Applications must be received no later than 3pm on Friday 10th May 2024. Applications received after this date and time will not be considered.

School Visits

You are warmly welcomed to visit our school before completing your application. Please contact Mrs B Hanlon on 01525 376085.

Shortlisting

Applicants will be advised whether they have been shortlisted by Wednesday 15th May.

Interviews

The selection process will consist of a range of panel discussions, tasks, presentations, and interviews. Shortlisted candidates will receive further details to support preparation. The dates for the interview process are Tuesday 21st and Wednesday 22nd May 2024. This will be confirmed after shortlisting.

References

We require two satisfactory references before a job offer is confirmed; one of which must be your line manager / Headteacher / Chair of Governors in your present or most recent employment. Please remember to check that your referees are available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Notification of outcome

The successful candidate will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

Taking up post

The successful candidate will take up post on Thursday 01 September 2024, however a comprehensive handover will be offered. Should you require any additional information, please contact Karen Pearce, Chair of Governors, karen.pearce@clipstonebrooklower.co.uk

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online Search checks
- Health checks

Safeguarding Statement

Clipstone Brook Lower School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the school with upfront disclosure of all unspent convictions, cautions, reprimands, or warnings.

A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.

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Brooklands Drive
Leighton Buzzard
Bedfordshire
LU7 3PG

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