

LITTLE MILTON CE (VA) PRIMARY SCHOOL



Small School, Big Heart, Great Start

Like mustard seeds, we aim to nurture our children to grow and flourish in the safety of our school. Underpinned by our Christian values, we are committed to seeing children achieve their individual potential and develop their God-given talents in order to blossom into contributing members of society.

Headteacher/ Head of School Recruitment Pack

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Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the role of Head Teacher/Head of School at Little Milton Church of England Primary School. We are delighted that you are considering an application to our school.

Little Milton is a small but visionary school, deeply committed to nurturing each child's potential. We take pride in providing high-quality, individualised education in our mixed-age classes, ensuring every child receives the support they need to thrive. Guided by our Christian ethos, rooted in the parable of the mustard seed, we believe in cultivating growth and fostering a caring, inclusive community where children can flourish.

We are seeking a passionate, knowledgeable, and inspirational leader to become an integral part of our school. The successful candidate will build on the progress already made. We are looking to appoint a candidate that embodies dynamic qualities, you should be approachable and bring energy and have the ambition and vision to continue our school's growth. With strong support from the Governors, the new Headteacher/Head of School will have the resources and guidance needed to foster exceptional leadership and development across the school.

We take great pride in our school and hope this information pack, along with our website, gives you a meaningful insight into who we are. We warmly invite you to visit us in person so we can share more about our wonderful school, and we look forward to receiving your application.

Yours sincerely,

Jade Mash, Chair of Governors



Our School Ethos

Little Milton Church of England School is like a mustard seed, ...'Though it is the smallest of all seeds, yet when it grows, it is the largest of all garden plants and becomes a tree...'

Matthew 13:31

We are a proud church school, our recent SIAMS inspection (2023) stated that Little Milton School has 'a vibrant and respectful atmosphere' with 'strong, caring relationships' and where 'mental health and wellbeing is prioritised'.

Our School Values

Respect, Justice, Courage, Wisdom and Friendship.

- **Respect** - we have respect for others and for ourselves to inform our interactions.
- **Justice** - we strive to be fair.
- **Courage** - we need bravery to face challenges in life.
- **Wisdom** - for us, is about making good choices.
- **Friendship** - we understand the importance of being and friend and having friends in our school community.



Job Description: Headteacher

Salary range: ISR (L6 – 13) starting on £53,316 (L6)

Core purpose:

To provide professional leadership, vision and strategic direction for Little Milton Primary School, working with the governing body to provide a supportive and nurturing environment, where all pupils are enabled to achieve their highest potential.

To ensure the school's aims and objectives are implemented in accordance with the policies of the governing body, national and local education strategy to ensure the highest standards in all areas of the school's activities.

The role will involve a teaching commitment (0.4)

To achieve success the Headteacher will:

- Promote our Christian ethos and values, and celebrate our diversity
- Identify and deliver our vision for the future, providing leadership and direction
- Inspire, motivate and lead staff and pupils to secure the highest possible levels of achievement and progress
- Be motivated by our vision, prioritise mental health and wellbeing, understanding that happy children are more likely to engage with learning opportunities and thrive.
- Ensure efficient operational management of the school and effective deployment of its resources
- Accurately evaluate the school's performance to identify priorities for improvement
- Ensure that the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development
- Prioritise parental engagement
- Be courageous in making decisions in the best interests of the children
- Secure and enhance partnerships with the diocese, the village, partnership school and the wider community
- Create a stimulating, nurturing, happy, safe and productive learning environment.

Key responsibilities:

School culture

- Continue to strengthen the school's nurturing and inclusive ethos and shape strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Foster the culture where pupils experience a positive and enriching school life.

- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across both school and community, and a safe, nurturing and inclusive environment.

Leadership

The Headteacher will create a successful future for all pupils and staff by:

- Developing a shared vision, which inspires all members of our school community;
- Providing a personal example of positive leadership;
- Developing an enabling culture, with distributed leadership and responsibility, which recognises and celebrates success;
- Ensuring all statutory requirements are met and the work of the school is effectively monitored evaluated and reviewed.

Strategic Direction

The Headteacher will:

- Work with the Governing Body to build a strategic vision and plan for our school's future needs;
- Put in place policies and processes to realise our school's vision and to promote and sustain continuous improvement;
- Support the whole school in creating a positive and stimulating learning environment, making full use of everyone's skills and talents;
- Develop the physical environment to take account of present and future needs.

Leading and Managing Staff

The Headteacher will:

- Promote the wellbeing of staff;
- Develop an organisational structure and management processes that work effectively in compliance with legislation;
- Formulate, implement and monitor evidence-based school improvement plans;
- Recruit, retain and deploy staff appropriately and assist in managing workloads;
- Manage and motivate staff to ensure a high level of progress and consistency of teaching across all levels;
- Provide effective induction, continuing professional development and robust appraisal for all our staff;
- Report to the Chair of Governors annually on the professional development of all staff at the school and all pay and performance policies and documentation up to date.

Teaching and Learning

The Headteacher will:

- Determine and implement a diverse, flexible curriculum in line with our school's vision which meets the needs of all children;
- Ensure that the curriculum is regularly reviewed, evaluated and updated in order to take account of local and national initiatives, policies and statutes;
- Establish and maintain a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress and communicate this information clearly to pupils, parents and carers, as well as to the governing body;
- Teach for part of the week and provide a model of exemplary classroom practice;
- Create a culture of challenge and support, where all pupils are engaged in their learning so that they perform to the best of their ability;
- Put in place strategies to close the gap in educational achievement of different groups of children;
- Monitor and evaluate classroom practice and promote continuous improvement;
- Implement strategies that secure high standards of behaviour and attendance;
- Provide an environment in which children feel happy, safe and supported.

Managing Resources

The Headteacher will:

- Manage our school's finances and resources to ensure maximum benefit for pupils;
- Manage and organise the accommodation so that it meets the needs of staff and pupils;
- Produce and implement improvement plans and policies for the development of the school and its facilities;
- Be responsible for our school's buildings, grounds and equipment;
- Advise the Governing Body on the formulation of the annual budget;
- Set appropriate priorities for expenditure and allocation of funds;
- Ensure that the accommodation provides a positive and safe environment;
- Ensure effective administration and audit control;
- Be accountable for Health & Safety requirements.

Partnerships

The Headteacher will:

- Maintain, develop and extend the school's excellent partnerships with parents and carers, the diocese, St James' Church, the Local Authority, partnership schools, professional bodies and the village
- Establish a culture and curriculum that meets the expectations of our community
- Collaborate with partners and other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;

- Create a culture where parents/carers are actively involved in their child's education.

Accountability and Governance

The Headteacher will:

- Be the Designated Safeguarding Lead
- Be accountable to the governing body and provide vision, leadership and direction for the school to ensure that it is managed and organised to meet its objectives and targets
- Have overall responsibility for safeguarding, including safer recruitment and the vetting and barring of staff;
- Advise and assist our Governing Body and attend all full governing body meetings;
- Ensure individual staff and team accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- Present a coherent and accurate account of our school's performance in a form suitable to a range of audiences including pupils, parents, governors and others;
- Ensure that pupils, and their parents/ carers, are well-informed about their progress;
- Develop a culture in which all staff recognise that they are accountable for the success of our school and its reputation;
- Demonstrate flexibility and take on tasks within the role, as appropriate to the needs of the school.

General

The Headteacher will take overall responsibility for the organisation and management of the School in accordance with the Articles of Government; the statutory Conditions of Employment of Headteachers; the Policies of the Governing Body, in consultation with the County Council and Director for Children, Education and Families or his/her representatives.

Job Specification: Headteacher

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified teacher status and degree qualification. • Evidence of continuing relevant professional development. • Recent extensive and effective teaching experience within the primary age range. • Demonstrate a history of providing inspirational and collaborative leadership to teaching staff, governors, teachers, and pupils. • Experience in and understanding of working in a small school. 	<ul style="list-style-type: none"> • NPQH, or equivalent training. • Experience of working with community partners, other schools and external agencies.
Strategic Direction and Shaping the Future	<ul style="list-style-type: none"> • Experience of leadership of a school through external review or Ofsted. • Ability to think strategically by building, communicating and implementing a clear vision that sets high standards for every pupil. • Experience in development of school self-evaluation and development planning. • Ability to inspire, challenge, motivate and empower others to deliver the vision. • Forward thinking and outward-looking in order to drive school improvement. • A commitment to proactively foster parental engagement. 	<ul style="list-style-type: none"> • Ability to think creatively about the best use and development of school space and resources.
Leading, Learning, Teaching and Assessment	<ul style="list-style-type: none"> • Significant experience in the implementation of strategies to raise achievement for all pupils. • Evidence of using and analysing data, benchmarks and feedback to raise achievement. 	<ul style="list-style-type: none"> • An ongoing knowledge of relevant legislation, and good practice relating to the school's resources and financial management.

	<ul style="list-style-type: none"> • Ability to foster a culture of respect, understanding and excellent behaviour. • Evidence of being a highly effective teacher who can share good practice. • Experience of monitoring, evaluating and delivering good outcomes to pupils with SEND and those supported by Pupil Premium • A clear understanding of the CoP with clear experience of developing the culture which meets pupil's needs. • Successful implementation of a range of strategies including information and communication technology to support teaching and learning. • Experience in leadership as a whole school assessment that is effective in securing teaching tailored to the needs of individuals and groups leading to rapid and sustained progress for all. 	<ul style="list-style-type: none"> • Committed to actively encouraging a wide range of extracurricular activities.
Developing Self and Working With Others	<ul style="list-style-type: none"> • Ability to set aspirational standards for pupils and staff and to motivate others in achieving them. • Ability to give and receive personal feedback and act to improve personal performance. • Experience of collaboration and networking with others within the school and the wider community. • Able to recognise and develop the knowledge, skills, understanding and potential of others. • Listens openly and effectively. • Ensures continuing professional development for all including self. 	

	<ul style="list-style-type: none"> • Able to implement strategies for developing excellent and effective teacher to ensure that all pupils have every opportunity to benefit from effective teaching and learning. 	
Leading the School Community	<ul style="list-style-type: none"> • Experience in managing finances and budgets. • Understanding the challenges of managing a small school. • Establishes and sustains appropriate structures and systems. • Leads the school effectively and efficiently in a day-to-day basis. • Makes professional management and organising decision based on informed judgements. • Ability to make difficult decisions in the best interests of the children 	<ul style="list-style-type: none"> • Ability to think creatively about the best use and development of the school space and resources.
Securing Accountability	<ul style="list-style-type: none"> • Demonstrate an understanding of and commitment to promoting and safeguarding the welfare of all pupils. • Ensures that the school meets its statutory responsibilities. • Commitment to working in cooperation with the governing body to ensure good governance. • Ability to create a culture of high expectation and excellence in which all are supported to achieve their best. 	
Strengthening community	<ul style="list-style-type: none"> • Actively supports the school's Christian vision and values whilst also valuing a diverse school community in which everyone is valued as an individual. • Committed to developing and enhancing of the excellent partnerships that already exist between the school parents, governors, the 	<ul style="list-style-type: none"> • A good understanding of the role of the diocese and local church in the life of a church school. • Experience of working with external agencies, other schools and community partners.

	diocese, the local authority, partnership schools and the local community.	<ul style="list-style-type: none"> • Energy and enthusiasm for delivering physical education and sports.
Personal attributes	<ul style="list-style-type: none"> • Lead by example with confidence, integrity, inspiration, resilience and creativity, building on the current success of the school. • A commitment to respond to people voice. • Dedicated, child centred, caring and with a sense of humour. • Excellent organisational skills and the ability to prioritise workload and delegate effectively. • Passionate about delivering high quality education. • Be an excellent communicator, approachable and happy to be highly visible both within the school and in the wider community. 	

Job Description: Head of School

Salary range: ISR (L2 – 6) starting on £51,280 (L2)

Core purpose:

The head of school, under the direction of the Executive Headteacher, will be responsible for providing the leadership and management of Little Milton Church of England Primary School in line with the vision of the Executive Headteacher and manage the day-to-day operational running of the school. We see this as a fantastic opportunity for professional development for an aspiring Headteacher. In this role, you will be provided with the support and guidance to flourish into a strong, confident and successful Headteacher.

The role will involve a teaching commitment (0.4)

To achieve success the Head of School will:

- Promote our Christian ethos and values, and celebrate our diversity
- Contribute to the vision for the future, supporting leadership and direction
- Inspire, motivate and support staff and pupils to secure the highest possible levels of achievement and progress
- Be motivated by our vision, prioritise mental health and wellbeing, understanding that happy children are more likely to engage with learning opportunities and thrive.
- Support the efficient operational management of the school and effective deployment of its resources
- Contribute to the evaluation of the school's performance and help to identify priorities for improvement
- Ensure that the school provides high quality teaching and learning that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development
- Prioritise parental engagement
- Be courageous in making decisions in the best interests of the children
- Secure and enhance partnerships with the diocese, the village, partnership school and the wider community
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Key responsibilities:

School culture

- Continue to strengthen the school's nurturing and inclusive ethos and shape strategic direction in partnership with those responsible for governance and through consultation with the school community.
- Foster the culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.

- Promote positive and respectful relationships across both school and community, and a safe, nurturing and inclusive environment.

Leadership

The Head of School, with the support of the Executive Headteacher, Governing Body and Local Authority, will create a successful future for all pupils and staff by:

- Promoting a shared vision, which inspires all members of our school community
- Providing a personal example of positive leadership
- Ensuring all statutory requirements are met and the work of the school is effectively monitored, evaluated and reviewed.

Strategic Direction

The Head of School will, with the support of the Executive Headteacher, Governing Body and Local Authority:

- Work with the Governing Body to build a strategic vision and plan for our school's future needs
- Put in place policies and processes to realise our school's vision and to promote and sustain continuous improvement
- Support the whole school in creating a positive and stimulating learning environment, making full use of everyone's skills and talents
- Develop the physical environment to take account of present and future needs.

Leading and Managing Staff

The Head of School will, with the support of the Executive Headteacher, Governing Body and Local Authority:

- Promote the wellbeing of staff
- Ensure the organisational structure and management processes work effectively in compliance with legislation
- Formulate, implement and monitor evidence-based school improvement plans
- Recruit, retain and deploy staff appropriately and assist in managing workloads
- Manage and motivate staff to ensure a high level of progress and consistency of teaching across all levels
- Provide effective induction, continuing professional development and robust appraisal for all our staff
- Report to the Chair of Governors annually on the professional development of all staff at the school and all pay and performance policies and documentation up to date.

Teaching and Learning

The Head of School will, with the support of the Executive Headteacher, Governing Body and Local Authority:

- Determine and implement a diverse, flexible curriculum in line with our school's vision which meets the needs of all children
- Ensure that the curriculum is regularly reviewed, evaluated and updated to take account of local and national initiatives, policies and statutes
- Establish and maintain a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress and communicate this information clearly to pupils, parents and carers, as well as to the governing body
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- Monitor and evaluate classroom practice and promote continuous improvement
- Implement strategies that secure high standards of behaviour, and attendance
- Provide an environment in which children feel happy, safe and supported.

Managing Resources

The Headteacher will, with the support of the Executive Headteacher, Governing Body and Local Authority:

- Manage and organise the accommodation so that it meets the needs of staff and pupils
- Ensure that the accommodation provides a positive and safe environment;
- Ensure effective administration and audit control;
- Be accountable for Health & Safety requirements.

Partnerships

The Head of School will:

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Accountability and Governance

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- Demonstrate flexibility and take on tasks within the role, as appropriate to the needs of the school.

Job Specification: Head of School

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Qualified teacher status and degree qualification. • Evidence of continuing relevant professional development. • Recent extensive and effective teaching experience within the primary age range. • Effective subject or Key stage leadership • Experience in and understanding of working in a small school. 	<ul style="list-style-type: none"> • Evidence of leadership professional development • Experience of working with community partners, other schools and external agencies.
Strategic Direction and Shaping the Future	<ul style="list-style-type: none"> • Experience of leadership of a school through external review or Ofsted. • Ability to think strategically by contributing to, communicating and implementing a clear vision that sets high standards for every pupil. • Experience in development of school self-evaluation and development planning. • Ability to inspire, challenge, motivate and empower others to deliver the vision. • Forward thinking and outward-looking to drive school improvement. • A commitment to proactively foster parental engagement. 	<ul style="list-style-type: none"> • Ability to think creatively about the best use and development of school space and resources.
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Developing Self and Working With Others	<ul style="list-style-type: none"> • Ability to set aspirational standards for pupils and staff and to motivate others in achieving them. • Ability to give and receive personal feedback and act to improve personal performance. • Experience of collaboration and networking with others within the school and the wider community. • Able to recognise and develop the knowledge, skills, understanding and potential of others. • Listens openly and effectively. • Ensures continuing professional development for all including self. • Able to implement strategies for developing excellent and effective teacher to ensure that all pupils have every opportunity to benefit from effective teaching and learning. 	

Leading the School Community	<ul style="list-style-type: none"> • Understanding of the challenges of managing a small school. • Maintains appropriate structures and systems. • Leads the school effectively and efficiently in a day-to-day basis. • Makes professional management and organising decision based on informed judgements. 	<ul style="list-style-type: none"> • Ability to think creatively about the best use and development of the school space and resources. • Ability to make difficult decisions in the best interests of the children
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Strengthening community	<ul style="list-style-type: none"> • Actively supports the school's Christian vision and values whilst also valuing a diverse school community in which everyone is valued as an individual. • Committed to developing and enhancing of the excellent partnerships that already exist between the school parents, governors, the diocese, the local authority, partnership schools and the local community. 	<ul style="list-style-type: none"> • A good understanding of the role of the diocese and local church in the life of a church school. • Experience of working with external agencies, other schools and community partners. • Energy and enthusiasm for delivering physical education and sports.
Personal attributes	<ul style="list-style-type: none"> • Lead by example with confidence, integrity, inspiration, resilience and creativity, building on the current success of the school. • A commitment to respond to stakeholder voice. 	

	<ul style="list-style-type: none"> • Dedicated, child centred, caring and with a sense of humour. • Excellent organisational skills and the ability to prioritise workload and delegate effectively. • Passionate about delivering high quality education. • Be an excellent communicator, approachable and happy to be highly visible both within the school and in the wider community. 	
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