



# Kingsham Primary School

Headteacher information pack



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## Welcome from Sue Samson, CEO

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### Welcome and thank you for your interest in the Headship of Kingsham Primary School.

Kingsham Primary School is a true community academy, located near to the University campus and not far from the centre of the historic City of Chichester.

A mixed academy with 275 pupils, ranging from 4 – 11 years of age, Kingsham Primary was inspected by Ofsted in July 2014. The School was judged to be inadequate, but with strengths in the Early Years Foundation stage. In September 2014 Kingsham Primary School joined the University of Chichester Academy Trust ('the Trust') as a sponsored academy. Since embarking on its Journey to Excellence programme, the School has improved substantially. A new curriculum has been established, enriched by local opportunities and by University links. The staff are working well as a team and school approaches to improving behaviour, and improving attendance are all having a positive impact. Parents are engaged and supportive of the school approaches; the ethos is strong and aspirations are being raised.

In July 2017 Ofsted recognised the improvements that had been made and leadership and management was judged as good, although overall the school still requires further improvement.

Due to the retirement of the current Headteacher we are now seeking a new leader of Kingsham Primary School who shares the Trust's vision and values, has experience of rapid school improvement and is keen to take full advantage of the strong foundations that have been laid.

If you believe you have the skills and expertise to make a significant contribution to Kingsham Primary and the Trust, have a child centred approach to learning and teaching, with the enthusiasm, passion and determination to lead and develop the School to become a centre of educational excellence for its pupils and its community, we would love to hear from you.

I hope this information pack will provide you with an insight to Kingsham Primary School and the Trust, if you are interested to learn more, we would invite you to visit the School and be pleased to answer any questions you may have.

A handwritten signature in black ink that reads "Sue Samson". The signature is fluid and cursive.

Sue Samson  
CEO, University of Chichester Academy Trust

***"The Trust's vision to inspire young people, raise aspirations and transform life chances is shared by the school leaders and governors. Strong and effective relationships exist between trustees, the trust's officers, governors and headteachers."***

## A Vision for Excellence

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Kingsham Primary School with a capacity of up to 315 pupils, is located close to the centre of the historic City of Chichester and benefits from spacious grounds, where pupils enjoy outdoor learning activities and participate in a range of sports. With bright and spacious classrooms, Kingsham has a newly refurbished hall and attractive library.

The Headteacher, with a strong and committed team, has been instrumental in creating a vibrant, happy and successful primary school. You will find a team of staff who are pro-active and take personal responsibility in the development of the school, with an enriching curriculum taking advantage of its surroundings and location and a commitment to embrace the challenges ahead.

The ethos of the school underlines the shared belief of the Trust where every child matters, and every day is a day for learning and making progress. Deeply rooted in its locality, Kingsham Primary encourage the involvement and interest of parents and the community, recognising strong and vibrant communities have partnership and inclusion at their heart.

Kingsham Primary is within a 30-minute drive of a number of academies within the Trust, who actively work to collaborate and support each other, and only 15-minutes to the University of Chichester with its rich resources.



### Carol Hughes, Chair of Governors

Kingsham Primary has been on an incredible journey of School Improvement that has transformed the school into a happy, caring and safe environment for our learners. The curriculum is now exciting and engaging and centred on the children and meeting their development needs. However, there is still work to be done to further embed the hard work of the dedicated staff.

As a Governing Body we are committed and looking forward to working closely in partnership with the new Head, who will build on the progress already made, and thrive on the challenge to continue the journey of continuous improvement and become a school of choice for the local community.

### CITY OF CHICHESTER – A CITY THAT INSPIRES

The City, described as an authentic British town steeped in history, is encircled by Roman Walls, and has a Norman Cathedral dating back to 681. With strong transport networks servicing a population of 118,000, Chichester is situated in the County of West Sussex which boasts spectacular countryside and long sandy beaches along its coastline. Exploring Chichester harbour, considered an Area of Natural Beauty, you will find 27 square miles of navigable waters.

Chichester is home to the famous Chichester Festival Theatre, one of the UK's flagship theatres, and a theatre renowned for exceptionally high standards of productions, as well as its work with the community and young people.

You will also find Chichester has a diverse sporting heritage within its region, with Goodwood on its doorstep hosting a range of events from horseracing to the impressive Qatar Goodwood Festival, bringing visitors from around the world who enjoy the golf and hospitality at Goodwood House.

## Listening to our Pupils

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We encourage pupils to have a voice, and so asked the School Council, Head Boy, Head Girl and the House Captains to let us know what they would like their next Headteacher to be. They told us that they would like someone who:

- Believes in everyone
- Is energetic and hard-working
- Is responsible and will recognise when something is not right and will do something about it
- Makes sure learning is fun and enjoyable but makes sure we learn what we need to
- Likes to learn new things themselves
- Helps children to make good choices, who can be strict, but is not too strict
- Smiles and has a sense of humour
- Is kind, helpful and encouraging and can cheer people up if they are sad
- Cares about our school, keeps it tidy and knows how to get things fixed
- Likes singing, celebrations and fun competitions
- Is happy and will enjoy coming to school each day
- Someone who is sporty and lets everyone take part in competitions, not just the people who are the best
- Supports clubs for after-school fun and likes us to enjoy our lunchtimes
- Lets children express themselves
- Will keep our CROWN values and our Golden Rules
- Sometimes surprises us!



**Our shared Vision is all young people to be inspired by an excellent education which raises their aspirations and enriches their lives.**

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# University of Chichester Academy Trust

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## A shared vision

We seek to add powerful momentum to the progress of our family of academies through a shared aspirational vision and inclusive ethos. As a Headteacher within our Trust, you will join a group of committed and dedicated headteachers who support each other and demonstrate a commitment to encouraging high aspirations and success for everyone through excellent teaching and learning. As a natural community leader, you will have the ability and desire to establish the academy as a locally valued asset at the heart of its community.

We believe in:

- Promoting high aspirations and success for all;
- Ensuring progressive and sustained improvement in standards of education;
- Creating a learning environment where staff promote and deliver a positive, exciting and relevant learning experience for pupils;
- Supporting and building leadership and management capacity;
- Developing a community where parents and carers are valued;
- Valuing and encouraging the continual professional learning of staff.

Intrinsic to our approach, is that all our academies are unique, with needs that emerge from their specific context. We work in partnership with the Headteacher, Governors, staff, parents and carers to affect a programme of long-term and sustainable excellence that will have a real impact, first for the pupils, but also for the staff and wider community.

Underpinning the tailored programme of school improvement is a 'core offer' so that the strain of managing finances, HR and legal aspects can be supported centrally, allowing the Headteacher and staff team to focus on teaching and learning, and the pastoral role that is naturally part of academy and community life.

## What we offer

- An opportunity to lead a school on its journey to Excellence;
- A strong and supportive governing body determined to do the best for this community;
- The opportunity to join the Trust's Academy Leadership team to make a difference as we drive system improvement in a changing world;
- Opportunities to work with senior leaders and academy staff across the Trust who are committed to a shared set of values;
- A collaborative Trust which inspires innovation and the motivation for leaders to influence and shape the strategy of the wider Trust and the educational landscape;
- Access to the University of Chichester, with 180 years of experience in the training of teachers, for research, specialist support, training and academic study;
- A strong commitment to continuing professional development and support for your personal leadership journey;
- Comprehensive central support, advice and guidance to enable you to lead progress in teaching and learning

# Job Profile

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**Job Title:** Headteacher

**Reports to:** CEO, Academy Trust

**Location:** Kingsham Primary School, Chichester

## Function of the post:

As an inspirational innovative leader you will drive the vision and strategic direction of Kingsham Primary School. You will empower and motivate staff and pupils to ensure excellence in learning and teaching and the continued rapid improvement of the school. Aligning to the culture and ethos of the Trust, you will provide a child-centred approach to education, an engaging curriculum and will inspire a sense of collective purpose, with high aspirations for pupils and staff. You will work collaboratively with parents, the University and other Trust schools developing and delivering a dynamic learning partnership and act as a positive role model and advocate for the Trust.

## Principal Accountabilities:

- Lead, inspire and promote a positive whole school culture and ethos aligned to the values of the Trust, that supports the academy on its journey to excellence and secures a strong reputation locally as the school of choice for pupils, parents and teachers;
- Lead the development and delivery of a dynamic, relevant and enriching curriculum which motivates and inspires all children to learn and achieve;
- Lead the development and delivery of the Academy's Journey to Excellence Plan, to ensure it is child centred and supports exemplary learning and teaching strategies and practice;
- Develop high quality dispersed leadership to manage development and drive improvements;
- Lead the teaching and learning programme of the academy and act as a role model for innovative and engaging evidence-based practice
- Develop and implement a strategy for recruitment, retention and professional development of staff that will ensure good or better teaching in an environment staff find challenging, enriching and rewarding;
- Ensure academy structures and systems are embedded, secure and supported by robust policies and procedures;
- Ensure financial planning and quality assurance is robust and the school is a safe and effective educational environment for children;
- Act as Designated Safeguard Lead, committed to ensuring all practices relating to safeguarding and child protection are effective and children and staff feel safe and are valued;
- Contribute to the success of the Trust, building and promoting the engagement with the University; community stakeholders and engaging with other schools to enhance learning through school to school support and evidence-based practice.

## University of Chichester Academy Trust:

The Trust's vision is "For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives", and it is our mission "To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning..."

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy's own identity.

### **National Standards of Excellence for Headteachers:**

Act in accordance with the four 'Excellence as Standard' domains being: qualities and knowledge, pupils and staff, systems and process and the self-improving system detailed in the National standards of excellence for headteachers, January 2015.

### **Teachers' Standards (England)**

Uphold principles of the Teachers Standards, ensuring all teachers perform at a level that is consistently good or better across the current Teachers' Standards (England).

### **Framework:**

Professional responsibilities and duties should be undertaken in line with the contractual framework for teachers set out in the current School Teachers' Pay and Conditions document, the Academy's Scheme of Delegation and in line with statutory obligations and regulations that apply to academies within a multi-academy trust and or as directed by the University of Chichester Academy Trust.

The duties contained within this job profile should not be regarded as exclusive or exhaustive and you may undertake a range of other duties appropriate to the salary grade and in line with the context of your role. In consultation, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

### **Equality and Inclusion:**

The University of Chichester Academy Trust and the Academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information.

### **Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School's Health and Safety Policies.

### **Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues. The University of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

### **Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Safer Recruitment:**

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)



## Person Specification

Essential (E) requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable (D) requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Knowledge and Qualifications	E	D	Evidenced through
Qualified Teacher with evidence of continual professional development or relevant accredited study appropriate to the post.	✓		Application Documentary evidence Interview
National Professional Qualification for Headteachers or other leadership and management training.		✓	
Current knowledge of the national curriculum and research on strategies to support effective teaching and learning.	✓		
Good understanding of the Academies agenda and the role of a Multi-Academy Trust.	✓		
Good understanding of the changing role of academies, the local authority and OFSTED, and how to work effectively with these and other such bodies	✓		
Good understanding of the principles of equality and diversity that support a culture that embraces diversity within the classroom and community	✓		
Knowledge of, and training in health and safety and safeguarding legislation within the context of school compliance.	✓		
Skills	E	D	Evidenced through
Evidence of demonstrable leadership qualities, with the ability to set and achieve challenging goals which achieve improvement	✓		Application Interview Activities References
Evidence of strong emotional intelligence and the ability to work with staff in a way that motivates and engages staff and develops a strong teams approach to delivery.	✓		
Organisational, financial, budgetary and management skills relevant to the effective delivery of the duties of the post to achieve the academy's educational goals and priorities.	✓		
Excellent people skills to build and lead an effective team; managing issues in a sensitive, supportive but appropriate manner to ensure the effective operation of the academy, promoting high aspirations and success for all.	✓		
A skilful communicator with strong, interpersonal and presentation skills, both verbal and written, which naturally adapts to a diverse audience, e.g. governors, parents and carers, staff, pupils and the wider community on a wide range of issues to provide clarity of vision, influence and direct or challenge others.	✓		

Good ICT and administrative skills to enable effective implementation of tasks required of a Headteacher.	✓		
Networking skills that build a professional learning community and enable good practice to be shared for the benefit of the Academy and the Academy Trust.	✓		
<b>Experience</b>	<b>E</b>	<b>D</b>	<b>Evidenced through</b>
Successful experience at Deputy or Headship level across primary age range (KS1,KS2), with evidence of leading a successful team to bring about rapid and sustainable whole school improvement that has had a positive impact on pupils achieving their full potential	✓		
Relevant experience of whole school management, including financial, budgetary and resource management such as challenging and supporting staff through managing change, performance management, conflict resolution, staff recruitment and development processes	✓		Application Interview Activities References
Proven track record of monitoring, evaluating and improving quality of learning and teaching, building effective strategies for academy self-evaluation and making effective use of ICT in learning	✓		
Evidence of providing the support and resources that enabled a highly effective governing body fulfil their statutory responsibilities for teaching, learning and standards, and act as critical friend for the benefit of the school	✓		
Evidence of managing additional educational needs provision which required collaborating and building effective relationships with parents, carers, multi-agencies and the wider community to enrich teaching and learning for the inclusion and wellbeing of all pupils	✓		
<b>Personal Attributes</b>	<b>E</b>	<b>D</b>	<b>Evidenced through</b>
Attributes that enable and empower individuals and teams to innovate and achieve, where success is celebrated and individuals are motivated to achieve high goals and accept responsibility for outcomes	✓		Interview Activities References
Commitment to equality and inclusivity which allows the academic, spiritual, moral, social, emotional and cultural development of pupils, celebrating and recognising the differing needs of pupils and staff in a diverse and multicultural Britain, challenging assumptions and preconceived ideas	✓		
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively	✓		
The personal resilience required of a leader, with the ability for self-reflection and a positive approach that enables constructive relationships and feedback to aid continuous improvement.	✓		
A commitment to the mission and values of the whole Academy Trust community and to collaborative working for the benefit, and with tangible evidence of driving pupil improvement and progress	✓		

# Application Procedure

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Applicants should **complete** an **Application Form** and are requested to complete the **Equality Monitoring Form** which can be downloaded from the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and return it to the address below so that it is received no later than Monday, 20 January 2020 at 8.00am.

University of Chichester Academy Trust  
HR Department  
2.18 Mordington House  
Bognor Regis Campus  
Upper Bognor Road  
Bognor Regis, PO21 1HR

T: 01243 793499

E: [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk)

## Statement in Support of Application

In addition to completing the application form, please inform us in no more than 250 words how you believe you can add value to the School and the Academy Trust.

## Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the Person Specification in the context of the accountabilities.

You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

## CV

You may submit a separate sheet detailing your qualifications and previous employment. All other information requested should be contained within the application form.

If there are any dates unaccounted for you should detail the reasons in the relevant field on the application form.

## Selection Procedure

The shortlist will be completed shortly after the closing date and successful candidates will be invited to interview. Depending on the number of candidates shortlisted this may require a two-day process, otherwise candidates will be invited to attend a selection process on either Monday, 27th or Tuesday, 28th January 2020.

Failure to send your application form to the above address may invalidate your application.

## Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.



**Kingsham Primary School  
Hay Road  
Chichester  
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**T: (01243) 784046  
W: [www.kingshamprimary.org.uk](http://www.kingshamprimary.org.uk)**

**University of Chichester Academy Trust  
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PO21 1HR**

**T: 01243 793503  
E: [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk)  
W: [unicat.org.uk](http://unicat.org.uk)  
T: @chiuniAcademies**

If you would like to receive this information pack in an alternative format, please contact the Trust's HR Department.