



Great Massingham & Harpley  
CE Primary Schools Federation  
Living, Learning & Flourishing

[www.gmfed.norfolk.sch.uk](http://www.gmfed.norfolk.sch.uk)



## Headteacher Recruitment Pack



‘I will instruct you in the way you should go;  
I will counsel you with my loving eye on you.’

(Psalm 32:8)



# Contents

03	Our Vision and Values
04	Letter from the Co-Chair of Governors
05	The Villages: Great Massingham
06	Great Massingham CE Primary School
08	The Villages: Harpley
09	Harpley CE Primary School
10	Relationships and Working with Others
12	Our Curriculum and School Offering
14	School Structure and Demographics
16	Personal and Job Specification
21	Find Out More
22	Key Dates



## Our Vision and Values

'I will instruct you in the way you should go; I will counsel you with my loving eye on you.' (Psalm 32:8)

We live with our vision with three dynamics at the heart:

### Living, Learning and Flourishing together

We **live** as role models and advocate good choices.

We **learn** in all we do with a loving eye upon us.

We **flourish** in the way we go, within school and into the world beyond.

#### Our Five Core Values:



We follow the Christian values for life programme - children focus on one value per half term.



## Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Executive Headteacher of the Great Massingham and Harpley Church of England Schools Federation.

We are seeking to appoint a supportive, caring and inspirational leader who understands the Federation's Christian ethos and can develop a clear vision and values and can provide exceptional leadership that aligns with this. We have previously operated a Co-Headship model and are willing to do so again.

Harpley and Great Massingham are "good" schools with an experienced, caring, dedicated and hardworking staff and Governing Board. Our pupils are polite, well-behaved and engaging individuals.

Our schools are a focal point for our small rural communities, and we are proud to be an integral part of these. Our strong links with both parish Churches and our Parents and Friends Association groups ensure that the schools, Churches and communities come together to celebrate and have fun.

Our federation vision is to develop every child and member of staff to realise their full potential. We believe in providing a balanced curriculum that places emphasis on both academic and non-academic subjects. We foster a love of sports, music and other activities that enrich each child's time at our school.

Please contact us if you require any further information or would like a conversation with me. We warmly encourage you to visit our schools by arrangement through the Harpley school office.

Yours sincerely,

Ann Beardall

Co- Chair of Governors

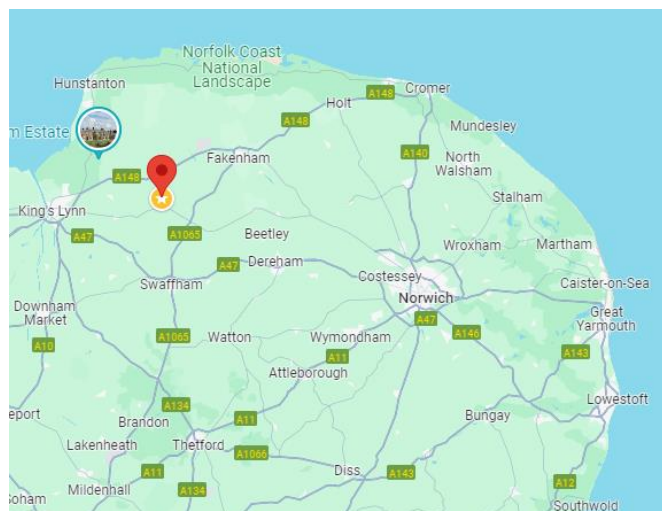
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## The Villages: Great Massingham



Great Massingham is a beautiful rural village in West Norfolk. The village has a primary school (including a pre-school in the grounds), a village shop, a pub (The Dabbling Duck), a village hall and an Anglican church (St Mary's). The village also boasts a Tennis and Multi-sports club. The village is notable for the number of ponds: two large ones in the village centre and more on the outskirts.





## Great Massingham CE Primary School

Weasenham Road, Great Massingham, King's Lynn PE32 2EY 01485 520362

Ofsted "Good" December 2018

Great Massingham is a Church of England Voluntary Controlled School catering for children from 4 – 11 years. The pupils are organised and taught in two mixed-age classes – Infants and Juniors (Class 1 and Class 2).



Great Massingham has been partnered with Harpley C of E Primary School since 2013 and federated since 2015. In January 2024 the school's catchment was increased to include the village of Weasenham.

Children from Great Massingham generally transfer to the secondary phase of Litcham School at end of Year six.

The school is a brick built, Victorian building with a large playground at the front large field at the back of the building. There is also a log cabin style building which serves as a group room and meeting room and a further cabin which acts as a staffroom and resource store.





There are two classrooms and a large multipurpose room shared by both classes. There are also offices, cloakroom areas with toilets, a hall that also houses a modern, attractive library and a servery for school meals. At the rear of the school there is storage and a cycle shed and a raised bed garden area.





## The Villages: Harpley



Harpley is a smaller village than Great Massingham. It has an Anglican church, Village Hall and primary school (which celebrated its centenary in 2008). It also has a popular Pub - 'The Rose and Crown'.

The catchment includes New Houghton Village originally built for the estate workers of Houghton Hall which is located north of Harpley.

Harpley and Houghton are accessible from the A148.



## Harpley CE Primary School

School Lane, Harpley, King's Lynn PE31 6DY 01485 520274

Ofsted "Good" July 2021

Harpley is a Church of England Voluntary Controlled School catering for children from 4 – 11 years. The pupils are organised and taught in two mixed-age classes – Infants and Juniors (Class I and Class J).

Children from Harpley generally transfer to the secondary phase of Litcham School at the end of Year six. Since September 2013 Harpley has been partnered with Great Massingham C of E Primary School. The schools federated in 2015.



The school was built in 1908, in a traditional style from local carrstone and brick. It is surrounded by playground areas, an amphitheatre and set in a large, well-kept field. There are two classrooms and a large multipurpose room shared by both classes. There are also offices, cloakroom areas with toilets, a hall, small library and a servery for school meals. At the rear of the school there is storage, a cycle shed and a raised bed garden area with greenhouse.



## Relationships and working with others

### Parents, families and our local communities

The needs of our children always come first, and we work closely with parents and carers, building positive relationships. We work hard to engage our parents/carers in school life and encourage them to be active participants in their child's education.

We communicate via the website, emails, texting services and our weekly newsletters as well as finding new ways to increase engagement such as parent/carer phonics workshops, 'fabulous finales' and shared Collective Worship services.

### Parents and Friends Associations (PFA)

The PFA groups at both schools are run by parents/carers and are a great opportunity for parents, carers and friends of the schools to get involved, support the schools, and meet other families and friends of the schools. Both associations organise regular events and activities to raise money for the schools. In previous years the groups have funded such things as additional equipment for the schools, support with educational visits and funding towards transport costs to ensure the rurality of the schools does not reduce learning opportunities.





## Relationship with the Diocese and Local Authority and VNET

The federation enjoys a positive and supportive relationship with the Diocese of Norwich, benefiting from their wider view of what is happening within other church schools in the region and ensuring best practice is accessible to us. Our federation is able to take advantage of the training offered by the Diocese and the provision of a designated Diocesan School Support Officer (DSSO) who is there to support headteacher wellbeing and advise on Christian distinctiveness.

The federation is a proud member of the Viscount Nelson Education Trust (VNET) which offers training and school improvement support.

We have a good working relationship with our contacts at the Local Authority. All staff are aware of training opportunities through the LA and our leaders and designated safeguarding lead attend LA organised meetings, training and networking sessions.

Support that will be available to the new Executive Headteacher / Co-Headteacher:

- Enthusiastic and passionate Subject Leaders
- Proactive and engaged Governing Body
- Professional services procured from Local Authority and support from the Diocese of Norwich
- Pastoral support from the local churches and Diocese
- School improvement support from VNET associate
- Headteacher support from leadership consultant
- Support from LA advisor



## Our Curriculum and School Offering

We passionately believe that child-led learning through structured play in the early years creates enthusiastic, independent learners.



Our curriculum builds on this philosophy and supports our children to become independent, confident learners as they journey through the schools and provide exciting and interesting learning opportunities which are matched to each child's needs.

Our children are provided with opportunities for creative expression, and we celebrate all forms of learning and achievement.



Although we are small there is a wealth of facilities and activities to support learning both in school and through links with our communities:

- Pupil-led Collective Worship sessions across both schools
- Strong links with our local churches
- Wildlife and garden areas and extensive playing fields at both schools
- School clubs and educational visits and community interaction
- Reading volunteers
- Pre-school provision situated in the grounds of Great Massingham School with excellent liaison between the pre-school and both federation schools ensuring smooth transitions.
- School Councils
- Joint sports events
- Active and welcoming Friends Associations at both schools





# School Structure and Demographics

Academic year 2023-2024

Great Massingham C of E Primary School

N.O.R. 65

Year Group	Number of Pupils
Reception	8
Year 1	5
Year 2	15
EYFS & KS1	28
Year 3	10
Year 4	11
Year 5	5
Year 6	11
KS2	37
Reception intake Sept 24	5

Group	Number	%
SEND	14	21.5%
Pupil Premium	12	18.5%
EAL	0	0%



Year Group	Number of Pupils
Reception	4
Year 1	9
Year 2	7
EYFS & KS1	20
Year 3	9
Year 4	9
Year 5	4
Year 6	14
KS2	36
Reception intake Sept 24	12

Group	Number	%
SEND	15	26.8%
Pupil Premium	11	19.6%
EAL	1	0.2%



# Headteacher Personal and Job Specification

## QUALIFICATIONS, EXPERIENCE AND PROFESSIONAL DEVELOPMENT

- Qualified teacher status with practical understanding of the National Curriculum, assessment arrangements and current national developments.
- Evidence of further professional and managerial qualifications and continuing professional development, particularly with a focus on school leadership; this could include the National Professional Qualification for Headship.
- Evidence of impactful leadership and management within the primary age range.
- Evidence of successful teaching within the primary age range.
- (Desirable) Experience of Section 48 SIAMS inspection within a Church of England school.

## SCHOOL-SPECIFIC KNOWLEDGE AND PROFESSIONAL COMPETENCIES

When considering applications, governors will look for evidence of the following, which are key to the successful appointment to the headship of this school:

- An understanding of and commitment to the values expressed in the school's vision statement.
- A broad and creative vision of inclusive education enabling all to flourish.
- Commitment to promote and develop the distinctive Christian ethos of our church school.
- An ability to lead, inspire, support and motivate all staff.
- Evidence of the ability to build and develop good relationships with pupils, parents, local schools and the wider community.
- Ability to work with governors and staff to develop a strategic vision for the federation.
- The emotional intelligence and integrity necessary to win the trust of others.



- Knowledge and understanding of the wider educational agenda including current government policies.
- The ability to help sustain and build on achievement, progress and attainment whilst appreciating the importance of other aspects of school life.
- Experience of raising standards with measurable outcomes and a good working knowledge of comparative data. This should include the ability to interpret and share the data with others within the school team, including governors.
- Evidence of highly developed skills in performance management, including the ability to recognise and model excellence in classroom practice and in tackling under performance through to resolution, and supporting the continuous professional development of the school team.
- Commitment to providing professional development opportunities for all staff and the ability to help develop leadership skills in others.

## GENERIC KNOWLEDGE AND PROFESSIONAL COMPETENCIES

Applicants must be able to demonstrate their competency against the National Standards for Headteachers (October 2020). Governors will use these as a check to ensure that their selection process is sufficiently comprehensive, covering all of the key areas of headship.

## SCHOOL CULTURE & BEHAVIOUR

The headteacher will:

- Build and enhance a culture where pupils experience a positive and enriching school life, underpinned by the school's distinctive Christian ethos and values.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on the ethos, rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy



- Value the opinions of staff, pupils and parents whilst gaining their respect and cooperation.
- Promote a workplace where staff are treated fairly, feel motivated, valued and respected.

## TEACHING, CURRICULUM & ASSESSMENT

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

## ADDITIONAL & SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)

The headteacher will:

- Promote a culture and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with additional needs, SEN and disabilities
- Make sure the federation schools work effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEN Code of Practice.



## MANAGING THE SCHOOL

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Manage school finances effectively, including making budget decisions.

## PROFESSIONAL DEVELOPMENT

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

## GOVERNANCE, ACCOUNTABILITY & WORKING IN PARTNERSHIP

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Maintain a strong working relationship with the Church which is recognised and valued by pupils, staff and the wider school community.



Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## PERSONAL QUALITIES

Applicants must be able to demonstrate the following attributes:

- Commitment to the aims, values, ethos and distinctiveness of Church of England schools
- Commitment to high standards of achievement
- Excellent communication, interpersonal and organisational skills
- Adaptability and creativity
- A rapport with children and families
- Enthusiasm, perseverance, resilience, warmth and kindness
- Clarity of thought and action to prioritise, plan and organise self and others
- Commitment and integrity
- Confidence and enthusiasm which empowers others
- Personal impact and presence
- Insight to innovate and manage change for positive impact
- Commitment to well-being of all staff and self



## Find Out More

If you feel ready to be our next Executive Headteacher or Co-Headteacher and you can bring your experience, commitment and energy to deliver our vision for our enthusiastic children and motivated staff, we would love to hear from you.

We warmly welcome you to visit our schools and contact our Chair of Governors for you to learn more about us and appreciate the potential presented by this opportunity. Please contact Harpley school office on 01485 520274 to arrange your visit.





## Key Dates

- Commencing January 2025
- Application Closing date 2<sup>nd</sup> August 2024
- School visits: (by prior arrangement) before 17<sup>th</sup> July 2024 or between 4<sup>th</sup> and 9<sup>th</sup> September 2024
- Shortlisting: Monday 12 August 2024
- Interviews: Wednesday 11<sup>th</sup> and Thursday 12<sup>th</sup> September 2024

Applications will only be accepted on the official online application form. Please ensure this is completed and submitted by the deadline of 2<sup>nd</sup> August 2024. We will not be able to accept applications received after this date.

### Supporting Information

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the person specification and particularly the school-specific knowledge and professional competencies section. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### References

When completing your application, please provide two employment referees.



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