



# Fulmer Infant School

Nurturing and Inspiring Success in Every Child



Fulmer Infant School  
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## Headteacher Candidate Information Pack

# Welcome letter from the Chair of Governors

Dear Candidate,

On behalf of the Board of Governors I would like to thank you for your interest in the role of Headteacher at Fulmer Infant School. Our current Co-Headteachers, Cathy Hunt and Tracey Dowsing, are retiring at the end of the Summer Term this year and we are looking for a new Headteacher to lead the school from September 2023.

Fulmer Infant School is a thriving, caring and inclusive village school with close links to the local community. 'Nurturing and Inspiring Success in Every Child' is the vision that reflects our commitment to giving all of our children a happy, safe, inclusive environment in which to thrive both academically and socially. We pride ourselves in providing a family environment underpinned by values of honesty, achievement, respect and kindness.

We are seeking to appoint a Headteacher who is truly enthusiastic about education, will thrive on the challenge of running a small school and who is committed to the care and development of the pupils and staff so that they achieve their full potential. We are looking for a leader who is open-minded, forward-thinking, a great communicator and will work with our established team to encourage innovation and continue to develop all areas within our school.

Applications are welcome from experienced Heads and aspiring Heads looking for their first appointment. You are very welcome to visit our school to look around and see it in action.

Yours Faithfully

Gwyneth Langley  
Chair of Governors



# Fulmer Infant School

Fulmer Infant School is a happy, friendly, outstanding school in a beautiful village setting and, with only three classes, it has a family ethos. It has modern resources and its results are consistently well above the local and national averages.

Our well qualified and hardworking team of staff are highly committed to delivering a challenging and creative curriculum in a very caring and nurturing environment.

It is a multi-faith school where we respect and celebrate our multi-cultural community. We have a link with an orphanage and school in Pakistan so the children are taught to empathise with those less fortunate than themselves.

At Fulmer Infant School our staff, parents and governors are dedicated to giving our children a happy, safe, inclusive environment which challenges discrimination and respects each others' views and beliefs. Every pupil is given the best possible opportunity and encouragement to develop both academically and socially. The school aims to work closely with parents to prepare each child for their future life as a contributing member of society.



# Values and Ethos



We pride ourselves in providing a family environment where children can really thrive. Our four main values, chosen and followed by the children themselves, are: Respect, Be Honest, Be Kind, Achieve. Our philosophy of education is that every child should access a curriculum which is broad, balanced and fun so that they are happy and confident and ready for the next stage of their learning.

The staff consistently set and expect high standards of work and behaviour from pupils. This principle underscores the aims and objectives of the school, which are:

- We are an inclusive school where all children, irrespective of gender, trans-gender, ethnicity, religion, sexual orientation or disability are given equal opportunities to achieve.
- All pupils are helped to work to the best of their ability and to achieve high standards.
- Teaching is of a consistency high standard.
- Children are expected to behave well, to respect others' views and beliefs and to treat each other with kindness and fairness at all times.
- To enrich pupils' experience of the curriculum and integrate the school into the life and activities of Fulmer Village.

# Values and Ethos

There are a number of other aspects of our school that make us special. These include:

- We give our Year 2 children opportunities that they would not have in a primary school. For example, year 2 children have significant roles and responsibilities including leading whole school assemblies which develop their self confidence and public speaking skills.
- We are a Story Telling school which encourages any reluctant writers to write.
- We have the School of Character award which is a testament to the fact that we have high academic underpinned by sound values.
- We have the National On-line Safety Aware which acknowledges that we teach children, parents and staff how to be safe online.
- We have the Eco School award acknowledging that children know how to look after our environment and why they should do this.
- We have the Healthy School award acknowledging that children know how to be and stay healthy.
- We have the Quality Mark award acknowledging that we deliver high quality education in English and Maths.
- We have the NACE Challenge award acknowledging that we challenge the more able.



# Ofsted Report

School report

## Fulmer Infant School

Alderbourne Lane, Fulmer, Berkshire, SL3 6JB



**Inspection dates** 6–7 November 2014

<b>Overall effectiveness</b>	Previous inspection:	Good	2
	This inspection:	<b>Outstanding</b>	<b>1</b>
Leadership and management		Outstanding	1
Behaviour and safety of pupils		Outstanding	1
Quality of teaching		Outstanding	1
Achievement of pupils		Outstanding	1
Early years provision		Outstanding	1

### Summary of key findings for parents and pupils

#### This is an outstanding school.

- The headteacher, governors and other leaders are very passionate about the school. They work together extremely well. This has ensured that teaching and pupils' achievement are constantly of a high standard.
- Leaders and managers are very successful in making sure that the school is friendly and welcoming. This has a very positive impact on how well members of staff work and pupils learn.
- The governing body is highly effective in supporting and challenging school leaders. As a result, the school is continuing to improve.
- Parents are very positive about the school and are especially pleased with the way their children are nurtured.
- Pupils' excellent opportunities for spiritual, moral, social and cultural development underpin their outstanding learning. They appreciate the value of differing beliefs and are keen to celebrate each other's successes.
- Pupils' behaviour is impeccable. They are very polite and exceptionally enthusiastic about their work.
- Pupils feel extremely safe at school because members of staff provide a high standard of care. They teach them about safety and how to stay safe.
- Outstanding teaching across the school inspires the pupils to want to learn and do well.
- Pupils' achievement is outstanding. Their attainment is above average in reading, writing and mathematics by the end of Year 2. Pupils of all abilities make sustained and substantial progress.
- Sensitive support, matched closely to the needs of disabled pupils and those with special educational needs, helps them to learn exceptionally quickly.
- Children get off to an excellent start in the Early Years Foundation Stage. They are given work that is purposeful and relevant to their interests and needs. As a result, they make very rapid progress.



# Fulmer Village

Fulmer has been described as the 'prettiest village in South Bucks' and has won the Buckinghamshire Best kept village several times.

Located just south of the M40 and close to the M25, between Stoke Poges and Gerrards Cross, Fulmer is fortunate to be close to good transport links and beautiful outdoor spaces such as Black Park, Pinewood Studios and Colne Valley Park.

There has been a school in the village since 1878. The current school building opened in 1908 and has been extended and refurbished over recent decades.



The village has around 500 residents and a very strong sense of community. Events such as Christmas Parties, the Bonfire Night fireworks celebrations and 'Fulmer Fete Day' are organised on a regular basis.



# Headteacher Job Description

## Job Purpose

To create a happy and successful school by:

- Providing a clear vision for its future and positive, incisive leadership for sustainable success.
- Developing and managing the school efficiently and effectively, building on its current strengths and securing prolonged improvements.
- Establishing a positive ethos which reflects a commitment to high achievement, an effective learning environment, good relationships and equality of opportunity for all children and staff.
- Forging and developing supportive relationships and positive liaison with parents, governors, the community, other schools, the Local Authority, Ofsted and the various services and agencies which support the school.

## Job Specification

### Strategic Direction and Development of the School

1. To lead and manage the school's annual planning, monitoring, budgeting and evaluation procedures in partnership with the Governing Body
2. To review and implement the School Development Plan which, through appropriate consultation, identifies appropriate priorities and targets for ensuring that pupils achieve high standards and make progress.
3. To ensure school improvement, the achievement of objectives and the educational success of the school.
4. To facilitate and initiate new ideas and encourage development in the curriculum and methodology.

### Teaching and Learning

5. To create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement and attainment, good behaviour and discipline.
6. To ensure the successful implementation of the National Curriculum, Early Years Foundation Stage and wider curriculum and local management of schools for the direct benefit of children and their learning.
7. Foster excellent practice and high standards across the full age & ability range.
8. To contribute to teaching, with 0.2 teaching commitment for PPA
9. To ensure the care, well-being and fulfilment of potential of all children in an environment in which each child is nurtured and valued.
10. To promote the use of the computing curriculum to benefit children's learning and support management systems whilst ensuring that e-safety is a high priority for all stakeholders.
11. To ensure that safeguarding and e-safety is a high priority for all stakeholders.
12. Ensure that children progress well using effective monitoring and tracking.



# Headteacher Job Description

13. To develop and maintain programmes of extra-curricular activities.
14. To develop effective links with the community and parents to extend the curriculum and improve pupils' achievements and personal development.
15. To promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups.
16. To ensure excellent provision and progress tracking for pupils with SEN.

## **Leading and Managing Staff**

17. To develop, support, empower and sustain individuals and teams.
18. To ensure that effective working relationships are formed between staff and between staff and pupils.
19. To implement and sustain effective systems for the review and performance management of staff.
20. To lead, co-ordinate, motivate and support the full school staff team, ensuring effective staff development and training, with opportunities for each individual's personal and professional growth within the wider staff team.
21. To ensure that the professional duties of staff are fulfilled, as specified in the Terms and Conditions of Service of Staff.
22. To lead in the recruitment and selection of the highest quality teaching and support staff who are able and willing to contribute to the ethos of the school.
23. Create an inclusive and diverse workplace where everyone is treated with respect and dignity.

## **Systems and Processes**

24. To provide information, advice and support to the Governing Body to enable it to meet its responsibility for securing effective teaching and learning, and improved standards of achievement and value for money.
25. To deploy staff and resources efficiently and effectively in line with the objectives in the School Development Plan and within the school budget.
26. To ensure effective administration and control.
27. Manage and organise the accommodation and running of the school to ensure it meets the needs of the curriculum, the pupils, security and Health and Safety Regulations.
28. To ensure that parents and pupils are well informed about the curriculum and targets for improvement.
29. To ensure the school provides value for money in terms of the educational standards achieved and quality of education provided.
30. To take lead responsibility for safeguarding and child protection.
31. To provide advice, training and support to other staff on child welfare, child protection and the identification of children's needs.
32. To make referrals in line with the Child Protection Policy.

# Headteacher Job Description

Fulmer Infant School is committed to inclusivity for all and as such welcome applications from all backgrounds.

Fulmer Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In line with safer recruitment procedures an enhanced DBS check will be required for the successful candidate.

The above list of duties and responsibilities is not exhaustive but gives an indication of the main aspects of the role. The job description and person specification will be regularly reviewed by the Headteacher and Governing Body.



# Headteacher Person Specification

Person Specification - Criteria			(E) Essential	Method of Assessment: A – Application Form/Letter C – Certificate
			(D) Desirable	I – Interview R – References
Qualifications and experience	1	Graduate with Qualified Teacher Status.	(E)	A/C
	2	Further relevant post graduate study (recent NPQH preferred).	(D)	A/C
	3	Evidence of Continuous Professional Development.	(E)	A
	4	Substantial successful leadership experience in a senior role in primary school(s) across Key Stage 1.	(E)	A
	5	Experience in a senior role in Early Years Foundation Stage.	(D)	A
	6	Experience in 2 or more schools as QTS.	(D)	A/I
	7	Direct experience of: <ul style="list-style-type: none"> <li>• Safeguarding and promoting the welfare and wellbeing of pupils.</li> <li>• School strategic development planning and self- evaluation.</li> <li>• Raising standards in learning and teaching and improving outcomes.</li> <li>• Recruiting and developing skilled and effective teams throughout the school.</li> <li>• Effective change management.</li> </ul>	(E)	A/R/I
	8	Development of effective and sustainable relationships, respect and credibility working with key stakeholders including staff, pupils, families, Governors, other schools, the wider community and other external partners and organisations.	(E)	A/I
	9	Experience of effective management of people and financial resources	(E)	A/I
	10	A trained SENCo or willing to train as a SENCo as a development opportunity	(D)	A/C
Qualities and knowledge	11	Having vision and ambition with the ability to think and work strategically. Able to build and communicate a coherent vision of excellence and equality, empowering all pupils and staff to contribute and excel.	(E)	I
	12	Recent evidence of planning and leading whole school improvement initiatives and policies which have a demonstrable impact on pupils' attainment. Ability to demonstrate a secure understanding of the relationship between self-evaluation, performance management, Continuing Professional Development and sustained school improvement.	(E)	A/I

# Headteacher Person Specification

Person Specification - Criteria			(E) Essential	Method of Assessment: A – Application Form/Letter C – Certificate I – Interview R – References
			(D) Desirable	
Qualities and knowledge	13	Knowledge and understanding of and ability to respond to current educational policies and practices including statutory requirements and the legal framework in which schools operate. Political insight and knowledge of national trends that could impact upon the school.	(E)	A/I
	14	Vision to lead on continuous site development, including bidding for external grants to continue to deliver a modern, fit for purpose and effective environment to support the vision and objectives of the school.	(D)	A/I
Pupils and staff	15	Practitioner with a clear understanding of what makes good and outstanding learning, teaching and assessment, leading by example. Track record of the professional development of teams and staff to raise the quality of teaching to improve outcomes.	(E)	A/I
	16	Commitment to provide a rich and varied curriculum to meet the needs of all pupils.	(E)	A/I
	17	Ability to develop, empower and support individuals and teams, to recognize and promote excellence and the skills and resilience to challenge poor performance across the school.	(E)	I
	18	Commitment to and ability to implement an ethos of the highest standards of pupil behaviour, standards and welfare.	(E)	I
	19	Ability to implement strategies to celebrate diversity and to ensure inclusion, access and equality of opportunity so that all pupils achieve their full potential.	(E)	I
Systems and process	20	An understanding of how to develop an accountability framework that includes the whole school community (teachers, pupils, parents, Local Authority) and implement them with the support of the Senior Leadership Team.	(E)	A/I
	21	Strong financial awareness and commercial acumen and the ability to understand, plan and manage the budget, with experience of making effective use of resources including the Pupil Premium, Sports and CIF Grants.	(D)	A/I

# Headteacher Person Specification

Person Specification - Criteria			(E) Essential (D) Desirable	Method of Assessment: A – Application Form/Letter C – Certificate I – Interview R – References
Systems and process	22	Commitment and proven experience of effectively implementing procedures for safeguarding and promoting welfare of pupils and staff.	(E)	A/I
	23	Ability to develop and maintain effective relationships with the Chair of Governors and Governing Body to ensure effective governance and successful implementation of the Governing Body's responsibilities.	(E)	I
	24	Effective people management capabilities including the understanding of the role of appraisal, staff development and school improvement.	(E)	I
Self-improving school system	25	An understanding of, and sensitivity to the needs of all members of the school and the wider community.	(D)	A/I
	26	Ability to build trusting relationships and inspire commitment to support the academic, spiritual, moral, social and cultural development of pupils.	(E)	
	27	Ability to engage the school community in systematic and rigorous self-evaluation combining the outcomes of this with external evaluations to support continuous development of the school.	(D)	I
	28	Commitment to collaborative working both internally and with other schools to improve outcomes and the ability to develop opportunities, initiatives and partnerships to derive maximum benefit for the school and its stakeholders.	(D)	I
Personal qualities	29	Passionate about education, inclusion and success for all. Leading by example with optimism, empathy and integrity to inspire, motivate and generate trust in others and the ability to build and develop teams across schools.	(E)	A/I
	30	Highly effective and creative communicator (oral and written) with the skills and confidence to negotiate and consult across a wide range of decision makers and partners.	(D)	A/I
	31	Ambitious, driven and resilient with a collegiate approach. High expectations and good judgement to recognize and reward professional excellence and recognize and deal effectively with poor performance.	(E)	I
	32	Ability to generate commitment to change and develop strong teams to manage it effectively.	(E)	I

# How to apply for the Headteacher role



We would encourage potential candidates to visit the school and the Co-Headteachers, Cathy Hunt and Tracey Dowsing, will be happy to show them around. This can be arranged via the School Secretary, Genevieve Hamilton telephone number 01753 664243 or via [office@fulmer.bucks.sch.uk](mailto:office@fulmer.bucks.sch.uk)

## Application submission

Please submit your application form to Gwyneth Langley at [gwynethlangley@fulmer.bucks.sch.uk](mailto:gwynethlangley@fulmer.bucks.sch.uk) by Monday, 24th April 2023.

## Shortlisting

The board of governors will commence shortlisting after the closing date and candidates will be notified of the shortlisting decision by 2nd May 2023.

## Interviews

Interviews will be held at the school on Friday, 12th May 2023.

Candidates will be asked to undertake a range of activities both in advance of and during the interview. The selection panel reserves the right to hold a second round of interviews if two or more candidates perform equally well at the first interview.

*At Fulmer Infant school the health, safety and well-being of every child is our paramount concern. All appointments will be subject to DBS checks.*