



# Headteacher Candidate Pack



*hope courage justice forgiveness friendship*

# Welcome Letter

Dear Prospective Candidate,

Thank you for your interest in the headteacher position at Bourn C of E Primary Academy. We are thrilled to invite applications for this pivotal role at our vibrant and inclusive school.

Bourn C of E Primary is a wonderful school, where every child is encouraged to thrive and achieve their best. Our dedicated staff, supportive community, and strong values make this an exceptional place to work and lead.

Our Christian ethos drives everything we do, and we believe this aspiration, and our values of Hope, Courage, Friendship, Justice and Forgiveness, hold true for those of all faiths and none:

*"Bourn is a school filled with hope. We steadfastly believe each individual is capable of great things. We work together in friendship, challenging ourselves and each other to be the best we can be. We aim for 'life in all its fullness'; striving to make the world a better place."*

As we look to the future, we seek a headteacher who shares our commitment to fostering a nurturing and dynamic learning environment. This is a unique opportunity to shape the future of our school and make a lasting impact on our pupils' lives.



We aspire to extend Bourn CE Primary Academy's influence through partnership with and support of the Cam Academy Trust, and neighbouring primary schools. Our priority however will always be to work with parents and the local community to enable our pupils to have the best possible preparation for secondary education, and a sound foundation for the rest of their life.

We look forward to receiving your application and learning more about how you can contribute to our school's success.

Kind regards,

A handwritten signature in black ink, appearing to read 'V. Chy', is written over a white background.

**Chair of Governors**



*hope courage justice forgiveness friendship*

# School Overview



## About Bourn Church of England Primary Academy

Bourn Church of England Primary Academy is a thriving and inclusive village primary school, located in Bourn, Cambridgeshire. Rooted in our Christian ethos, we are a school filled with hope, where we steadfastly believe each individual is capable of great things. Our close-knit, supportive community fosters a culture of friendship, challenge, and ambition, ensuring that every child has the opportunity to flourish.

Our values of *Hope, Courage, Friendship, Justice and Forgiveness* are well embedded within the day-to-day running of our school. They have been developed based on underlying Christian values, but they are applicable in all contexts and provide a consistent framework. Our values underpin everything we do in school and form the basis of our Positive Behaviour Policy. We are a Cambridgeshire Therapeutic Thinking trained school and have had training on trauma informed practices in order to support some of our more vulnerable pupils. We are a Growth Mindset School and actively teach our children how to approach challenges in everyday life through positivity, resilience and empathy. We are also an Empathy Lab affiliate school.

We serve children and families from Bourn and the surrounding villages of Caxton, Longstowe, and Kingston, while also welcoming a significant number of children from outside our immediate catchment. We are a diverse and vibrant school community, with 30% of our pupils coming from non-White British backgrounds and many different languages spoken across the school. We celebrate this diversity, ensuring that every child feels valued, included, and empowered to succeed.

Bourn Primary has a seven-class, single form structure with 200 pupils currently on roll. Places are in high demand with a significant proportion of our pupils coming from outside our catchment area. The school converted to academy status on 1st November 2011 and is a Single Academy Trust (SAT).

## Staff team

You will be leading a friendly, good natured and dedicated staff team which comprises a non-class based Deputy Headteacher, 8 teachers, 7 Teaching Assistants, an HLTA, a Finance Manager and Office Administrator as well as 2 cleaning/site staff. The team is well established and works collaboratively and flexibly to provide the best education and support possible for the children in the school. We take continuous professional development seriously and many of the teachers are undertaking Maths Mastery training or National Professional Qualifications. Our SENCo is also the Year 6 teacher.

# School Overview



## Strategy Overview

### School Ethos/Christian Vision

Bourn is a school filled with hope. We steadfastly believe each individual is capable of great things. We work together in friendship, challenging ourselves and each other to be the best we can be. We aim for **'life in all its fullness'**; striving to make the world a better place.

### School Values

Our vision intrinsically links to the Christian values of:

- *Hope*
- *Courage*
- *Justice*
- *Forgiveness*
- *Friendship*

## School Three-Year Vision

During their time at Bourn Primary, our children will develop the mindset, skills, knowledge and ability to build relationships to equip them to handle the challenges they will face in the future.

That means they will:

- Have an enduring love of learning.
- Embrace the power of diversity and learn how to live and work harmoniously with others.
- Achieve great things, no matter where they start from.
- Experience a broad range of opportunities to help them to identify and pursue their passions.
- Find their voice, seeing themselves as citizens of the world and knowing how they can contribute to making the world a better place.

# School Overview



## Facilities

Bourn is a village school set in extensive grounds. There are several notable features to the site including:

- **The Book Bus** is a really unique space, where the children can go to read and explore books. This was funded by the school community in memory of a former pupil and the opening was featured on the BBC;
- **The nature area** is a dedicated section of the site with a fire pit, bird watching hide and lots of opportunities for children to engage with nature. Lessons for many subjects are taught in the nature area to provide an engaging setting while learning more about our environment;
- **The outdoor heated swimming pool** means that children get a term of swimming lessons each year without the disruption of having to travel. Maintenance is funded by the Bourn School Association (BSA);
- **The well equipped play areas** which were also funded by the BSA, these include a trim trail, a climbing frame and other play equipment for the children to use during break times. There is also an outdoor theatre stage on the site.

## Broad and engaging curriculum

Bourn Primary offers a broad curriculum beyond the core subjects. Reading, writing and mathematics are foundational skills, but we believe the experience of other subjects is key to preparing the pupils for the next stage in their education.

The Bourn Curriculum is designed by our teachers to provide children with the knowledge, skills and mindset they need to live successful lives. These are our four cornerstones that underpin everything we do:

- **Knowledge:** the content of what is taught, which is cumulative and inter-linked and provides a basis for further learning and the application of skills
- **Skills:** the ability to do something, based on knowledge and repeated practice
- **Mindset:** the approach that children have to their learning, their belief about the nature of intelligence which can be developed through effort, the use of strategies, facing challenges, being resilient and learning through our mistakes (our belief that any child can be taught anything/any child can achieve great things)
- **Relationships:** the interpersonal, social and emotional skills which enable us to interact positively with each other, respecting differences, having compassion, making a positive difference in the world, in small and large ways

# School Overview



We aim to teach children about our local area of Bourn, Cambridge and Cambridgeshire but also about the wider world. We teach children about the past, the present and how they can impact the future as courageous citizens of the world. Our taught curriculum is underpinned by our values of hope, courage, justice, forgiveness and friendship, and by our school Vision, which ultimately aims to 'make the world a better place'.

The vision and values underpin our curriculum and guide our decisions with regard to what to teach and how to teach it.

In addition to ensuring excellent outcomes in reading writing and mathematics, there are some other strengths in the **current curriculum**:

- **Music** is a real strength at Bourn, and we were awarded the Music Mark status in 2024. We make music available to every pupil and we have a fantastic Orchestra who play at their Community Assemblies each week. Our pupils have taken part in external music events and festivals including entertaining visitors at the school's Christmas Fair, as well as taking a choir to sing at the O2 arena.

- **Physical education** is vital for our pupils and they have two PE lessons per week and in some classes take part in the daily mile. In addition, teams and individuals from Bourn compete in local competitive sports events.
- **Science** is a core subject, and we also hold Design and Technology weeks regularly for the children to work together on projects from concept to design and realisation.
- **Art** has a strong presence at Bourn, which you will see when you come to visit the school. The children put their creative powers to use as well as learning about various artists, their styles and the work they produced.

Bourn Primary also benefits from its Church of England status through good engagement with our local church. The local vicar comes to the school to lead collective worship once a week and the children visit the church for key Christian festivals. In addition, the school actively celebrates festivals from many of the religions represented in the school community.

# School Overview



## Part of a community of schools

While Bourn is a standalone academy, we have built an extensive support network to ensure that our Head and staff have a supportive community around them.

### Cam Academy Trust

Bourn Primary has an SLA arrangement with the CAM Academy Trust. This gives access to a range of central function support services, including finance, human resources, IT and operational guidance. In addition, we benefit from being part of a wider community of subject leader and this collaborative approach enables our staff to share best practice, access professional development opportunities, and work alongside colleagues from other schools to continually improve teaching and learning standards.

### Diocese of Ely

Bourn receives support from through the Ely Diocese Regional Advisor (EDRA) programme. We have a dedicated advisor who helps to support the Head and the school with our obligations as a Church of England school as well as providing broader support.

## Network CB23

Bourn is an active participant in Network CB23, a network of local schools in which schools work together on school improvement, share ideas with one another in the spirit of mutual trust, respect and support. There is also an active Headteachers group, subject leaders and governors groups that enable sharing of good practice and experience between schools.

## The Bourn School Association

Bourn School Association (BSA) is the name of our Parent Teacher Association (PTA). The BSA is made up of parents, carers and teachers who meet regularly to plan the fundraising and social events that help to build and strengthen links between families, the school and the local community; as well as raising money to provide extra facilities and opportunities for the children. BSA events take place throughout the year and include a Quiz Night, a circus day for the children, the Christmas and Summer Fairs. The BSA also organise smaller events and initiatives such as a gardening project, second hand uniform sales and Gift Shops for Christmas and Mothers' and Fathers' Days.

A separate volunteer committee organises Bourn to Run, an annual 10k and 3K race, which raises substantial funds for the BSA, as well as providing a popular event for runners and the local community.

# School Overview



## Our future

There have been significant developments at Bourn Church of England Primary Academy in recent years and we are very excited about the future for the school, its pupils and its staff. We look forward to welcoming a new headteacher who shares our passion for educational excellence, inclusion, and community.



# Headteacher Job Description



## Job Details

**Salary:** L15 - L21 - dependent on experience

**Work Location:** Bourn Primary, Bourn, Cambridgeshire, CB23 2SP

**Contract:** Permanent / Full time



## Role Purpose

The Headteacher is responsible for providing an excellent education for all pupils in the school. They will work with all staff to oversee this, ensuring a positive and inclusive culture with high expectations. They will make sure provision includes high-quality teaching, a rich ambitious curriculum and the highest standards of behaviour and pupil wellbeing. They will ensure that the school adds considerable value to the broader local community.

## Key responsibilities

- Ensuring the highest standards of pupil outcomes, including for our most vulnerable pupils (disadvantaged and with special educational needs).
- Leadership of the school and its staff in order to achieve very high standards of teaching, including an ambitious, rigorous curriculum to enable this, for all pupils at the school.
- Implementation and coordination of the vision, ethos and strategy for the school, in line with the School's core values.
- Ensuring the highest standards of safeguarding.
- Uphold the Ethos and Values of the school and maintain its Christian Character.
- Leadership of effective external relationships, including the local community and other stakeholders.
- Evaluate school standards and plan strategically, setting out school improvement plans that are resourced and actioned effectively.

## Personal leadership

- Lead and oversee the senior leadership team in the school to ensure excellent leadership and management throughout the school.
- Oversee recruitment, training, and appropriate development of all staff.
- Instil an ethos of ambitious, high expectations for achievement and behaviour for all pupils.
- Lead the development of the curriculum and culture.
- Maintain strong working relationships with the community, agencies, and stakeholders, including parents and the Trustee Board.
- Be up-to-date and engaged with national developments in education.
- Develop strong and effective partnerships with the Cam Academy Trust, the Diocese of Ely, Network CB23, and the Local Authority and other schools, in order for the school to benefit from and contribute to school improvement and quality in the local area.
- Ensure high standards of behaviour across the school.

## Coordination of the overall strategy

- Oversee staffing allocation and strategic staff development.
- Ensure effective operational systems are in place that support the school's efficient functioning.
- Work with the Chief Financial Officer to oversee finance, facilities, catering, and resources across the school, including their appropriate development.
- Lead the Senior Leadership Team regarding the school improvement plan and implementation of actions.

# Headteacher Job Description



## Promote and develop the work of School

- Collaborate with others in partner schools (including the Cam Academy Trust and Network CB23) to develop good practice and share innovation.
- Help shape and lead initiatives to improve the quality of education provided.

## Managing Resources

- Deploy and manage the schools' resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities meet the needs of the students and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Promote the use of appropriate existing and new technologies to achieve excellence.

## Accountability and Governance

- Work with the Trustee Board to analyse and plan for the future needs and further development of the school within the local, national and international context.
- Present reports and data to the FGB as required in order to support effective governance, operating with openness and transparency.



# Headteacher Person Specification



Qualifications	Essential	Desirable
Qualified to degree level	Y	
Qualified to teach and work in the UK	Y	
Experience		
Successful experience in primary school leadership	Y	
Headship or deputy head experience is desirable but not essential		Y
Track record of raising standards in a primary school	Y	
Experience working in a Church of England school		Y
Experience developing a growth mindset, resilience and empathy in a primary school.		Y
Expertise		
Ability to lead excellent teaching	Y	
Ability to lead effective and systematic behaviour management systems	Y	
Expertise in excellence in personal development	Y	
Expertise in effective and evidence-based curriculum development	Y	
Vision and Strategy		
Have a vision aligned with the school's Ethos and Values and the school's high aspirations, high expectations and inclusivity	Y	
Have a clear understanding of strategies to establish a consistently positive, inclusive culture with high standards of behaviour	Y	
Leadership		
Strong understanding of excellent provision in all facets of education and how to implement these across a school	Y	
Ability to set high standards and lead and motivate colleagues and pupils in meeting these standards	Y	
Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction	Y	
Strong organisational skills and the ability to delegate	Y	
Genuine belief in the positive potential of every pupil	Y	
Ability to use data to inform and diagnose weaknesses that need addressing	Y	
Commitment to the safeguarding and welfare of all pupils	Y	
Leading External Relationships		
Ability to lead and manage good working relationships with parents, governors and other stakeholders, including the wider community	Y	

# Headteacher Person Specification – continued



Personal Characteristics	Essential	Desirable
Approachable, grounded and can make objective, sensible judgments	Y	
Fully accepts accountability and takes personal responsibility for own actions	Y	
Able to build trust and mutual respect between pupils, families, and staff	Y	
Strong interpersonal, written, and verbal communication skills	Y	
General Responsibilities for all Staff		
Personal integrity and commitment to the principles of public life	Y	
Commitment to maintain confidentiality at all times	Y	
Ability to manage and make decisions independently	Y	
Ability to lead others, coach, motivate and inspire others	Y	
To remain calm and resilient under pressure	Y	
Commitment to the values of Bourn Primary Academy, including a commitment to inclusion	Y	
A commitment to the highest professional standards	Y	
A flexible 'can do' outlook and a commitment to continued personal and professional learning and modelling this to others	Y	



## How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis, Will Bridge: [wbridge@academicis.co.uk](mailto:wbridge@academicis.co.uk) or **01223 907979 / 07825 346535**

**Closing date:** 24th March 2025

**Shortlisting:** 26th March 2025

**Interviews:** w/c 31st March 2025



Bourn Church of England Primary Academy  
Riddy Lane  
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Cambridge  
CB23 2SP