

CUTENHOE HILL PRIMARY SCHOOL AND NURSERY



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Welcome

An exciting opportunity has arisen to be the next Headteacher of our multicultural primary school, situated on the edge of Luton town centre. We are looking for an inspiring and insightful professional to lead a continuously improving school.



We are a family school, at the heart of the local community, dedicated to providing the very best learning experiences for our children.

Our vision is:

"learning for life at Cutenhoe Hill where the social, emotional, spiritual, physical and learning needs of every member of the school community are met."

We are no ordinary primary school – we have large classrooms, a dance studio, huge hall and stage. Our grounds are a feature of the school and include a separate wooded area, vegetable garden, 3 large well equipped playgrounds & basketball courts, lots of grassy space and spectacular views over to the airport! Additionally, the school houses a 16 place Local Authority funded SEND unit for pupils with severe learning difficulties.

Letter from the Chair of Governors

Dear Applicant

Thank you for your interest in the position of the Headteacher post at our school.

We truly believe that Cutenhoe Hill Primary is a very unique school, with a strong community feel and a dedication to each and every child. We hope this pack gives you a flavour of what makes Cutenhoe Hill such a special place to learn and work.

As governors, we are proud of our school with its team of committed teachers, support staff and its enthusiastic and caring children. We are seeking to appoint a dynamic, inspirational leader to work in partnership with our experienced and dedicated staff, to build on the school's successes and drive the school forward.

This will be a challenging and rewarding role for the successful candidate and governors are fully committed to providing the new Headteacher will all the support that he/she will need in taking up the post.

Visits to our school are warmly welcomed. Please contact Cathriena Reid, School's Business Manager, on 01582 359390 if you would like to arrange a visit.

On behalf of the Governors, I would like to thank you for your interest in this exciting opportunity and hope you are inspired to join us. We look forward to receiving your application.

Yours faithfully

Mr Robin Cowan
Chair of Governors



Job Description



The School Teachers' Pay and Conditions of Service Document sets out details of the role and responsibilities of the Head Teacher.

JOB TITLE: Head Teacher

GRADE: Leadership Group ISR L20 – L26

JOB PURPOSE: To provide professional leadership and management of the school, its pupils, its staff and its premises, which will promote a secure foundation from which to achieve high standards in all areas of the school's work.

RESPONSIBLE TO: The Governing Body

MAIN DUTIES AND RESPONSIBILITIES:

1. Work with the Governing body and other key stakeholders to ensure the school vision and values are clearly articulated, shared, understood and acted upon effectively by all. Lead by example, demonstrating the vision in everyday work and practice, providing the inspiration and motivation to create a shared culture and positive climate.
2. Promote excellence, equality and high expectations of all pupils, and the wider school community, ensuring a consistent and continuous school wide focus on pupils' well-being, achievement, and attainment with learning at the centre of strategic planning and resource management.
3. Manage the school's human resources effectively and efficiently to achieve the school's education goals and priorities, monitoring, evaluating and reviewing on an ongoing basis. To oversee the operating of the school budget to include ordering, payment of bills and checking computer statements.
4. Implement a framework of effective evaluation, assessment and performance management which engages the whole school community in improvement and measurement of improvement. To be responsible for setting appropriate priorities for expenditure within a balanced budget, allocating funds and ensuring effective financial and administrative control.
5. Take a strategic role in the development of new and emerging technologies to extend and enhance the learning experience of pupils and the wider school community, actively engaging with other schools to build effective learning communities.
6. Ensure the school embraces the modernisation of an integrated Children's Service, demonstrated within the school workforce on an ongoing basis, developing roles and people to ensure the most effective deployment and development of all workers, effective performance management and pay strategies which reflect skills and contribution, whilst adhering to equal pay legislation. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities. Manage own workload and that of others to allow an appropriate work-life balance.
7. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

8. Build a school culture and curriculum that takes account of the richness and diversity of the school's communities to ensure the highest quality of teaching and learning. Exercise responsibility for ensuring fair and equal treatment of all stakeholders.
9. Consult and involve staff in decision-making as appropriate in order to encourage a sense of ownership and involvement in the school.
10. Exercise responsibility for ensuring that measures are actively adopted and monitored for maintaining a safeguarding culture. Ensure the school complies with all aspects of Safer Recruitment, making appropriate checks and keeping appropriate records. Take responsibility and oversee safeguarding as Designated Safeguarding Lead.
11. Regularly review own practice, set personal targets and take responsibility for your own professional development. Exercise responsibility for ensuring that all new employees receive an induction programme and are properly inducted in the school's policies and procedures, specifically those relating to child protection and safeguarding children.
12. Fulfil all commitments arising from the contractual accountability to the Governing Body, including the development and presentation of a coherent, understandable and accurate account of the school's performance to and on behalf of governors.
13. Lead and manage Local authority 16 place provision for Severe Learning difficulties.

DIMENSIONS

Supervisory Management: Currently 25 Teachers and 65 Support Staff
Financial Resources: Currently £3.0 million budget

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (previously CRB).

Signed: (Post Holder)

Date:

Personal Specification for Head Teacher



Attributes	Essential	How Measured	Desirable	How Measured
Qualifications	<p>Qualified Teacher Status or Post Graduate Certificate of Education.</p> <p>Evidence of relevant continuing professional development in an accredited area of training or leading to a further professional qualification.</p>	<p>1,4</p> <p>1,2,4</p>	NPQH	4
Experience	<p>Management position and responsibilities within a primary phase context, with proven experience of the creation of effective teams.</p> <p>Teaching across age range or phase of school and an exemplar teaching practitioner and role model.</p> <p>Experience of SEND leadership with a secure understanding of SEND</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p>	<p>Currently employed on the Leadership Grade.</p> <p>Experience of working in partnership with other schools.</p> <p>Experience of working with children with special educational needs.</p> <p>Experience of teaching in a multi-cultural environment.</p> <p>Experience of teaching pupils for whom English is not their first language.</p>	<p>2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>
Knowledge, Skills and Ability	<p>Demonstrable ability to improve the quality of learning and teaching including by the effective use of new technologies.</p> <p>Understanding of principles, and demonstrable ability to apply school improvement strategies.</p>	<p>1,2</p> <p>2</p>		

Attributes	Essential	How Measured	Desirable	How Measured
	Demonstrable ability to access, analyse and interpret pupil performance data to monitor progress and identify areas for improvement.	2		
	Demonstrable ability to motivate, develop and inspire staff and to manage change to support whole school improvement, including by the effective use of performance management.	2		
	Ability to articulate a clear vision for the school, develop coherent strategies to support this vision, create consensus and lead implementation of plans and monitor, evaluate and review their effects.	2		
	Ability to communicate effectively with pupils, parents, partners and governors.	2		
	Ability to embrace and develop inclusion and diversity.	1,2		
	Ability to manage and make effective use of resources, including financial resources.	1,2		
	Ability to assimilate and analyse information and make effective judgements including when under pressure.	1,2		
	Ability to be an effective member of the school team and provide appropriate leadership.	1,2,3		

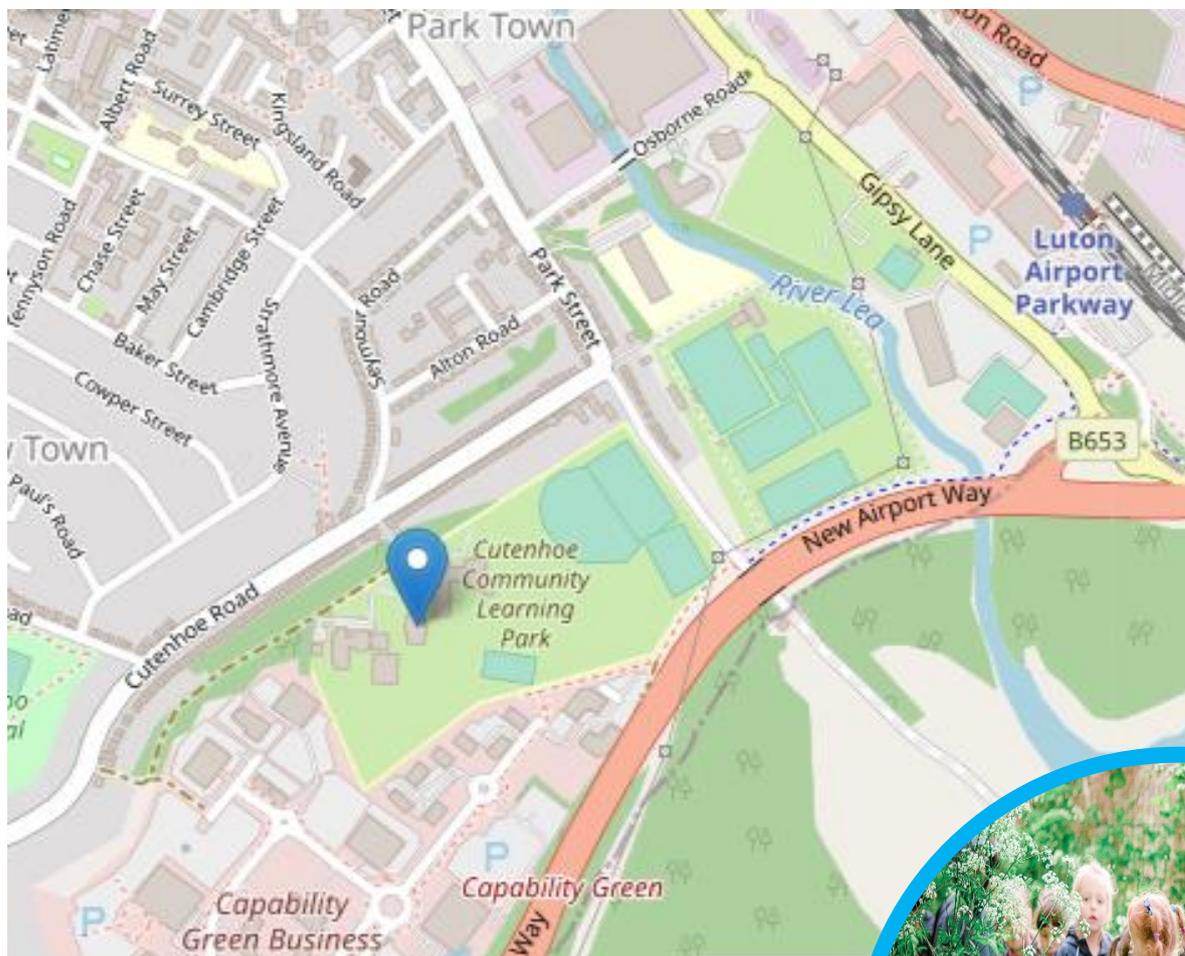
Attributes	Essential	How Measured	Desirable	How Measured
Competencies	<p>Ability to keep pupils and staff safe. This includes demonstrating the following:</p> <ul style="list-style-type: none"> • Appropriate motivation to work with children • Ability to form appropriate relationships with children • Emotional resilience in working with challenging behaviours • Appropriate attitudes to use of authority and maintaining discipline. 	1,2		
School - Specific	<p>Commitments to the removal of barriers to learning that are presented by disadvantage and deprivation.</p> <p>Experience of working with vulnerable children and families.</p> <p>Secure understanding of inclusion and leading inclusion across the whole school.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p>	<p>A commitment to engaging parents and other stakeholders in order to ensure that the school is seen as being at the heart of our community.</p> <p>Experience of and ability to manage extended day activities.</p>	1,2

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

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School Location



Cutenhoe Hill Primary School
Cutenhoe Learning Park
Cutenhoe Road
Luton
Bedfordshire
LU1 3NJ



Key Information

Type of School	Primary and Nursery
School Age Range	3 – 11 years old
Number of children on roll	362
% of children FSM	32%
% of children with SEND	25.5%
Number of children with EHCP	51
% of children with Pupil Premium	27.5%
Classroom Structure	Nursery - Butterfly Year R - Poppy and Tulip Year 1 - Ladybird and Robin Year 2 - Cherry and Apple Year 3 - Maroon and Cardinal Year 4 Rouge and Burgundy Year 5 - Ruby and Carmine Year 6 - Crimson and Magenta Offers - Mainstream provision for KS1 – 10 pupils EYFS & KS1 SEN Provision - Squirrels - 8 pupils KS2 SEN Provision – Foxes - 8 pupils
Attendance Rate	95.1% (2024/2025)



Governors

Our Ofsted report highlighted that Governors provide effective support and challenge.

They ensure that the school provides value for money and check leaders' effectiveness regularly.

The Full Governing Body meet twice a term.

Ofsted Report:

Pupils are happy safe and proud to be part of this school. They live by their school rules, which encourage them to be safe, be kind and be positive.

Ofsted February 2025

Staff have high expectations. Pupils respond positively to these. They behave well in lessons and during social times. They show respect to adults and, consequently, relationships are strong.

Ofsted February 2025

Recruitment Timeline

For your information, the recruitment timetable is detailed below:

Closing date: Wednesday 15th April 2026

Shortlisting date: Friday 17th April 2026

Interview day 1: Thursday 23rd April 2026

Contract Start Date: 1st September 2026

Completed application forms must be submitted via mynewterm by the above closing date.



Cutenhoe Hill Primary
Learning for Life