



OFFHAM  
PRIMARY SCHOOL

**Offham Primary School**

Church Road,  
West Malling,  
Kent,  
ME19 5NX

**March 2016**

Dear Candidate,

The Governors and I are very pleased to send you the enclosed information about our school and the key post of Headteacher. Thank you for the interest you have shown. We believe that this is an exciting opportunity and that the successful applicant will be joining a happy and welcoming community that looks forward to the future.

Offham Primary is an outstanding school that is ready for the next phase in its future and we are seeking an *inspirational* leader to take us on that journey. The ambition to take the school forward, although a priority, will not compromise the caring ethos upon which the school is founded. There is a genuine family feeling within the school community, which is upheld by the various stakeholders who have the children's development at the heart of everything we do.

We are a one form entry school with 211 children on roll. We have an excellent history of achievement and are consistently oversubscribed. Through the dedication of our staff, we also support a wide variety of extra-curricular activities that broaden our pupils' horizons so that the whole school experience provides the very best learning environment. We are committed to continually raising teaching standards to ensure that every child makes the necessary progress to realise their full potential.

Visits to the school are warmly welcomed. Please contact the School Office on 01732 842355 to arrange a mutually convenient time to visit.

When making your application, please bear in mind the person specification that we have provided. At shortlisting, we will be looking for evidence in each application of the extent of the personal involvement and influence that an applicant has had in his / her current post in key areas of school life. e.g.

- Strategic planning and school self-review
- The leadership and development of teams of staff
- The analysis and use of data and other strategies for school improvement

At interview we will also wish to explore with applicants:

- Their ability to direct and influence the whole school community
- Their management style and interpersonal skills in dealing with a variety of stakeholders
- Their understanding of the role of the Headteacher in monitoring the quality of teaching and learning

- Their understanding of the role of Headteacher in the performance management of the whole staff
- Their views and experience of the management of school finance
- Their knowledge, experience and strengths that each would bring to the post of Headteacher

Your letter to accompany the application form should be no more than two pages of A4 when typed. The closing date for applications is Friday 29<sup>th</sup> April, and interviews will be held on Monday 16<sup>th</sup> and Tuesday 17<sup>th</sup> May.

Offham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.

References, one of which should be from your Chair of Governors / Headteacher and the other from your Local Authority, may be sought as soon as applications are received. All applications will, of course, be treated with the strictest confidence.

I am pleased to enclose the following information:

- Specific details of the post and school
- Person specification
- Job Description
- Application form
- Ofsted Summary Report
- School Prospectus (see [www.offham.kent.sch.uk](http://www.offham.kent.sch.uk))
- Information about teaching in Kent

We look forward to receiving your application and to learning what you would be able to offer our school community and specifically its staff, pupils and governors.

Yours Sincerely

Stephen MacDonald-Gay  
**Chair of Governors**