



## Hardwick & Cambourne Community Primary School

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Website: [www.hardwickprimary.co.uk](http://www.hardwickprimary.co.uk)

Headteacher: Mr Andy Matthews

December 2017

Dear Applicant

Thank you for your interest in applying for the Deputy Headship position at Hardwick and Cambourne Community Primary School. With this letter you should find;

- the Job Description and Person Specification for the posts,
- the Application Form for the posts.

As specified in the job description this is a leadership and a teaching role. We teach in mixed year groups and applications from teachers with experience in KS2 are encouraged. In addition to the completed application form, please outline in your separate letter of application how you meet the essential and ideally the desirable person specification for the role. We are also happy to receive applications from those interested in a part-time position.

Visits to the school will be warmly welcomed and highly desirable for you to familiarise yourself with our school structure, distinctive approach to teaching and learning and our leadership structures. Our teaching teams work together over both campuses, with the same curriculum, planning and educational opportunities. To arrange a mutually convenient time to visit, please contact either school site on the telephone numbers given above, or email me directly; [head@hardwick.cambs.sch.uk](mailto:head@hardwick.cambs.sch.uk). Our Cambourne Campus, where we moved into our new building on Sept 2015 after three years in a temporary setting, has classes next year from Nursery to Y5/6. We now almost have a full 2-form entry campus in Cambourne, and we continue to have roughly 30 – 40 children per year group at our Hardwick Campus. The school continues to grow rapidly. We have one highly supportive and effective Governing Body, myself as Headteacher working across both sites and an Assistant Headteacher, Senior Leaders and SENCo at each campus.

You will also need to visit our school website at [www.hardwickprimary.co.uk](http://www.hardwickprimary.co.uk) to follow links to our prospectus, most recent OFSTED report, and further information about the school. You can also access our Child Protection Policy, Equality and Diversity Policy and the school's policy statement on the recruitment of ex-offenders. We were most recently visited by Ofsted in September 2016 and were delighted with their report, which fully recognised the many strengths of the school.

You will also find it interesting to follow the link on our school website to our learning platform, hosted by Its Learning. You can sign on as a parent - username: parent password Hardwick1. This will give you access to a range of ways we support parental engagement in the school and further examples of current work and projects.

The Governing Body are keen to ensure that the recruitment process is both fair and transparent at all stages and are committed to ensuring equal opportunities for all candidates. If there is additional information that you require, please do not hesitate to request it from the school. Any such information will be made available to all interested candidates. However canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.

Applications can be sent to the school by post or by hand, or sent electronically if you have accessed the forms online. All applications will be assessed against the requirements of the Job Description and the Person Specification. Completed application forms and letters of application should be returned to myself at the school. CVs will not be considered. The deadline for receipt of applications is 3pm on Monday 22<sup>nd</sup> January 2018. Short-listed candidates will be contacted the same day. The interviews will be during the week commencing 29<sup>th</sup> January.

This school is an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check, prohibition check, satisfactory references and medical clearance.

I look forward to meeting you for a school visit, and reading your application to join our team.

Yours faithfully  
Andy Matthews  
Headteacher