

26th May 2017

Dear Candidate

Thank you for your interest in becoming Elmgrove's Headteacher.

Children always come first at our school as we strive to nurture lifelong learners. Our new Headteacher will share this vision and will have everything it takes to lead Elmgrove from 'good' to 'outstanding' and beyond.

In making your application, I warmly invite and encourage you to learn about our school and the qualities we are seeking in our Headteacher. Read our advert and person specification, visit our website, look at our data. If you possibly can, visit us and take a tour during school hours - the school office will be pleased to arrange this.

Elmgrove is a happy school where children and staff are ambitious to learn and have high expectations of themselves and others. The Headteacher is supported by a strong Senior Leadership Team and a very capable business and administration team.

We have a large school site, set adjacent to park grounds in Kenton. Excitingly, the school will be largely rebuilt over the next two years under PSBP2 meaning the new Headteacher has the opportunity to shape the school literally from the ground up.

The Harrow community and our intake are fantastically diverse and we have a cohesive, happy and vibrant multi-cultural atmosphere in school. We are delighted to be able to educate children with physical disabilities inclusively within the school and we are additionally resourced to do this.

On behalf of Elmgrove's governors, we look forward to receiving your application.

Kind regards



Chris Roberts



Elmgrove Primary School and Nursery

Headteacher Job Description

Role of the Head Teacher:

- to provide effective, dynamic, and inspirational leadership that establishes excellent quality of education;
- to manage resources efficiently to achieve the aims and targets and be accountable to the Governing Body;
- establish a culture that promotes excellence, equality, and high expectation of all pupils and staff; and
- to promote and safeguard the welfare of the pupils.

Responsible to: the Governing Body

Duties and Responsibilities:

- responsible for the leadership and management of Elmgrove Primary School and Nursery with effect from 1st January 2018. This job description should be read alongside the annual Teachers' Pay and Conditions Document which details the duties and responsibilities of the Head Teacher.

Ethos and Vision:

- promote a culture of encouragement, support and challenge in order to achieve each child's full potential and the highest possible educational standards;
- working with the Governing Body to maintain a shared vision and strategic plan which inspires and motivates pupils, staff, parents and all other members of the school community;
- ensure the vision and strategic plans are clearly and effectively articulated, translated into agreed objectives and operational plans which will promote and sustain school improvement;
- promote creativity, innovation and the use of appropriate new technologies to achieve excellence

Leadership and Management:

- motivate, inspire and empower all staff through a culture of distributed leadership;
- actively engage with other primary and secondary schools and other agencies to build effective learning communities;

- manage change effectively, drawing on expertise from both internal and external sources where needed;
- manage the School finances effectively working closely with Governors and proactively seek further funding opportunities as required;
- ensure job descriptions and performance management for all staff are based on clear roles and responsibilities, reviewed at least annually and consistent with current conditions of employment;
- ensure all policies are kept up to date, working closely with the Senior Leadership Team, teaching staff and the Full Governing Body;
- maintain sound procedures for the security, supervision and maintenance of the School environment ensuring that all health and safety regulations are met;
- manage your own personal professional development whilst ensuring the well-being of and a good work/life balance for all personnel;
- ensure that all responsibilities delegated by the Governing Body are carried out;
- ensure the school premises are fit for purpose for current and future needs including site development;
- develop, and where appropriate manage, high quality, affordable extended services; and
- undertake other such duties as may be reasonably expected.

Teaching, Learning, Curriculum, and Standards

- lead in the design and implementation of a curriculum, which inspires and engages all pupils;
- ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress;
- challenge and remedy under-performance;
- provide nurturing and attentive pastoral care for all pupils;
- ensure high standards of behaviour and attendance; and
- monitor, evaluate and review classroom practice and promote improvement strategies, aiming for outstanding standards of learning and teaching.

Communication and Consultation

- build effective relationships with all stakeholders through excellent communication and interpersonal skills, taking and providing appropriate advice;
- consistently use and develop information systems to ensure exemplary communication links with all stakeholders;
- co-ordinate the School's work with secondary schools to ensure smooth transitions and continuity of learning;
- regularly and effectively communicate the progress of every child's learning to the relevant stakeholders; and

- work with the Governing Body to provide information on all relevant aspects of the School, its progress and intended development.

Accountability and Governance

- have overall responsibility for safeguarding including safer recruitment and vetting and barring of staff;
- advise and assist the Governing Body and attend all its meetings;
- ensure individual staff and team accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;
- present a coherent and accurate account of the school's performance in a form suitable to a range of audiences including pupils, parents, governors and others;
- ensure parents are informed about the progress and targets of their children and pupils are aware of their targets;
- develop a culture in which all staff recognise that they are accountable for the success of the school and its reputation;
- accept that the Governing Body may ask the head teacher to undertake other duties that are fairly regarded as falling within the responsibilities of the role.

Everyone who works at Elmgrove Primary School and Nursery has the responsibility for promoting the child protection, safeguarding, health and safety and welfare of children.



Elmgrove Primary School and Nursery

Headteacher Person Specification

Please address the person specification when completing your application, stating the impact of your work to date to demonstrate that you fulfil the criteria for invitation to interview.

	Essential	Desirable	Assessed: AF: application
Qualifications			
Qualified Teacher Status	*		AF
Degree or equivalent	*		AF
National Professional Qualification for Headship (NPQH)		*	AF
Accredited school leadership and management training		*	AF
Higher Degree		*	AF
Qualities and Knowledge			
Demonstrate optimistic personal behaviour and positive relationships	*		I/P
Lead by example with integrity, creativity, resilience using personal expertise and skills and drawing on those of others	*		AF/I/ P
Communicate the school's vision and drive strategic leadership to secure continued school improvement	*		AF/I/ P
Pupils and Staff			
Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge	*		AF/I
Hold all staff to account for their professional conduct and practice; support staff to continually reflect upon and develop their practice	*		AF/I
Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice	*		AF/I
Lead curriculum design and development, delivering rich curriculum opportunities	*		AF/I

Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes	*		AF/I
Systems and Process			
Ensure that the school's systems, organisation and processes are efficient and fit for purpose	*		AF/I/ P
Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society	*		AF/I
Welcome strong governance and actively support the governing body to set school strategy and hold the headteacher to account for all aspects of the school's performance	*		AF/I
Distribute leadership throughout the organisation, ensuring all staff have clear roles and responsibilities and are held to account	*		AF/I
The Self-Improving School System			
Work in partnership with local schools and services to champion best practice and secure excellent achievements for all pupils	*		AF/I
Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff	*		AF/I
Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education	*		AF/I

Everyone who works at Elmgrove Primary School and Nursery has the responsibility for promoting the child protection, safeguarding, health and safety and welfare of children.



Elmgrove Primary School and Nursery
Kenmore Avenue
Harrow
HA3 8LU

Tel: 020 8909 2992

Email: office@elmgrove.harrow.sch.uk
www.elmgrove.harrow.sch.uk

Headteacher: Mr D Aisthorpe M.A.(Ed), B.Ed (Hons),NPQH

Headteacher

Group 5: £68454- £84576 • A discretionary allowance of up to 15% may be available to an exceptional candidate

Start: January 2018

Elmgrove Primary School and Nursery is looking to appoint an inspiring and ambitious leader. Elmgrove is a vibrant community and we are seeking to appoint a new Headteacher who is passionate about leading a happy, successful and caring school on its journey from 'Good' to 'Outstanding'.

We are currently expanding to become a full four form school, with 900 pupils on roll. The school is due to be rebuilt under the PSBP2 programme in the next year.

We offer:

- pupils who are hardworking and enjoy coming to school
- a highly dedicated and enthusiastic team of staff
- a strong and experienced Senior Leadership Team
- a knowledgeable and effective Governing Body
- a supportive parent body
- a rich and dynamic working environment, where teamwork is valued
- a rich, vibrant learning environment for our pupils
- a Local Authority which has strong partnerships with schools and promote networking opportunities
- further professional development opportunities.

We are looking for a leader who is:

- inspirational and innovative with a strong track record of excellent pupil outcomes through highly effective leadership and school improvement
- able to motivate, inspire and empower staff through a culture of distributed leadership
- strategic and has the vision to lead a large and changing organisation
- passionate about securing the highest standards of teaching and learning
- a highly effective communicator who can develop good working relationships with pupils, staff, parents, governors and the community
- able to lead change and continue to develop the school through a period of change whilst the new building is being constructed.

Elmgrove is committed to safeguarding and promoting the welfare of children.

Pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced Disclosure and Barring Service clearance check.

We welcome informal visits to the school. Please call Lisa Polhill, School Business Manager, or Teresa Carroll, HR and Resources Administrator, on 020 8909 2992 to arrange.

Application packs can be requested from and returned to: headship@epm.co.uk

Closing date: 9 a.m., 21st June.

Interviews: w/c 3rd July.

An equal opportunities employer.