

Are you looking for an
exciting opportunity to
lead a vibrant, diverse
and inclusive community
primary school?

HEADTEACHER

Candidate Information



FIRCROFT
PRIMARY
SCHOOL

Chair's Letter

Dear Applicant,


Thank you for your interest in the role of Headteacher at Fircroft Primary School.

We are looking for an inspiring leader who can take our school forward from its already good position. Our children, staff, parents and governors are keen to find a talented person with the right experience for this important post. They have all been involved in putting together this pack about our school and the headteacher role. You can also learn more about Fircroft on our [website](#) and in our recent [OFSTED](#) report.

We encourage you to visit the school between 3 January and 12 January 2018 to see Fircroft in action. Anne Wilson, our retiring Head and one of our governors will be happy to show you around and answer any additional questions you may have.

Please contact our School Business Manager, Velma Lee, by phone on 020 8672 6258, ext 202 or by email sbm@fircroft.wandsworth.sch.uk to arrange a convenient visit time.

If Fircroft sounds like a school you would like to lead, we would be very pleased to hear from you.



Karen Byrne
Chair of Governors

"The staff are excellent – very caring, experienced and extremely on-the-ball."

FIRCROFT PARENT



"Leading a fantastic school with a great staff, kids and parents in a diverse community that offers excellent learning opportunities and extra-curricular activities"

FIRCROFT STAFF MEMBER ON THE OPPORTUNITY FOR THE NEW HEADTEACHER



About Fircroft

OVERVIEW

Fircroft is a vibrant primary school in Tooting and has been at the heart of the community for over 100 years. Funded by the London borough of Wandsworth, it is conveniently placed for public transport links – Tooting Bec Underground is close by and many buses also serve the area well.

School organisation: 412 are presently on the roll including full-time and part-time nursery children. These are currently arranged in 15 classes and the nursery. We are a two form entry school.

School focus – a creative, nurturing, inclusive community

We are proud to be a caring, inclusive community school affectionately known as 'The Fircroft Family'. Our pupils represent the full diversity of this vibrant area of London. Over half of children come from minority ethnic backgrounds and around a third speak English as an additional language. We firmly believe our community's diversity provides wide enrichment opportunities for all our pupils' education.

The number of children eligible for free school meals and the disadvantaged group as whole is just under the national average. The proportion of pupils identified with Special Educational Needs and/or disabilities is also a little under the national average.

*"A great community that's really inclusive",
Fircroft parent*

Ofsted

Our latest Ofsted (May 2017) recognised Fircroft's many strengths (see attached report).

'This school continues to be good.... where pupils of all backgrounds know that they can thrive, develop into confident young people and achieve academic success.'

Future opportunities

We are now focused on the incremental improvements that will make our pupils' education outstanding and enable them to achieve their very best.

We have recently extended our lovely Victorian building with a new Early Years Foundation Stage unit to provide a flying start for new pupils in a nurturing environment. It is enabling our Early Years team to work closely together across the phase and develop best practice.

There is now a fantastic opportunity to take our old Nursery space in new directions to further enhance the school's offering. We are consulting with parents, staff and children on this important development and our new head will be instrumental in our future direction.

"The chance to work with a great group of children and staff at a lovely school"

FIRCROFT STAFF MEMBER

The Fircroft Community

We have one of the most active PTAs in the borough, raising significant funding for the school while providing a fun, social network for parents. The proceeds from these social activities have enabled the PTA to add to the life of our pupils by contributing to:

- professionally designed sports kits
- playground climbing equipment
- theatre and cinema trips
- table tennis tables
- clarinet lessons
- residential trips

The focus now is on kitting out the new library – one of the initiatives to help develop a love of reading in all pupils.

In addition, many pupils also eagerly suggest and run their own events to raise money for charitable causes, including fun food stalls in the playground and dress down days.

"We like kindness week"

"Everyone can join in with dress down day for charity"

FIRCROFT PUPILS



Creative curriculum

Our pupils benefit from a broad, creative curriculum. Through inspiring teaching, whatever our pupils' talents, we strive to help every one of them to be the best they can be, achieving their ambitions, both within and beyond the classroom.

We offer an enriching programme of varied extra-curricular activities and aim to have the widest range in the borough. Our after-school clubs include over 25 different activities for all ages such as art, drama, gymnastics, chess, football, science, photography, table tennis, basketball, choir, orchestra and many more.

From Year 3 onwards, we offer all pupils free swimming lessons, during school hours, in pools within close walking distance.

We also offer residential trips for children in Years 3 & 6.

To make the most of being in one of the world's most exciting cities, we offer numerous opportunities for pupils to explore the capital as part of their learning at Fircroft. Trips include visits to Kew Gardens, the Unicorn Theatre, the British Museum, Hampton Court Palace, the Imperial War Museum, the Tower of London and the Cutty Sark, amongst others.

The excellent, on-site Schools Out Club, run by Balham Community Centre, offers high-quality childcare, in the form of a breakfast club and after-school club, helping to make life easier for our working parents.

Listening to pupils, parents & staff

An important part of the Fircroft ethos is valuing everyone, and listening to their views.

The children elect representatives from each class to participate in the school council and discuss topics that are meaningful to them. We consulted on what they would like from their new headteacher and what they like about school. They said:

"Lead us and help the school stay a good place"

"Clever teachers who are nice and caring"

"Make our playground even better"

We also asked parents and staff the qualities they would like to see in our new head and the most popular responses came through loud and clear. Our new head will be **approachable, fair** and also **inspirational**.

They will be **ambitious** for the school and **innovative** too whilst remaining **inclusive**.



Parent's Say:

"My children are incredibly happy here, and are thriving academically and socially."

"The staff are excellent - very caring, experienced and extremely on-the-ball."

"My son received the extra support he needed with phonics and my daughter, who finds learning easy, was given specially targeted work to stretch her further. We feel so lucky to have found such a lovely school."

"It gives you a warm fuzzy feeling to be at Fircroft"

"Fircroft has the feel of a friendly village school"

"The teachers are amazing & strive to push children to do their best"

FIRCROFT PARENT

Staff Say:

When asked what the opportunities are for a new headteacher:

"To inspire and continue to work with this wonderful team"

"To lead a dedicated, hardworking, loyal, fun team to ensure that we continue to strive for "success for all, in all we do" for each and every pupil"

Board of Governors

Fircroft has a skilled, engaged, and supportive board of governors made up of 14 members including parents, staff, local authority, co-opted and associate governors. They offer experience in finance, education, marketing, leadership, educational psychology and equalities.

In recent years, the board has supported the school to develop a strong strategic framework that operates around three key areas – Every Child Achieving, Building the Best Team and Enriching Provision. Committees are organised around key objectives with a clear programme of work for the year with regular governor visits and strategy days as well as statutory meetings.

Support for our new Headteacher:

We are committed to the wellbeing of all our staff who enjoy a termly wellbeing week as well as other initiatives. Together with our local authority, we will support the new headteacher as they settle in at Fircroft and provide opportunities for continuing professional development. As well as ongoing assistance from our school link inspector, Wandsworth has developed an induction program for new heads. It is designed to provide guidance and advice as well as the opportunity to get to know other key professionals in the borough. A local experienced headteacher will also work as a mentor during your first year at Fircroft.

"Our new head will be approachable, fair and also inspirational. They will be ambitious for the school and innovative too whilst remaining inclusive."



Job description

Headteacher – £73,465 to £83,910

Duties

This job description is subject to the general conditions of service for a Headteacher, as set out in the latest School Teachers' Pay and Conditions Document. Other duties include:

- Meet the National Standards for Headteachers
- Achieve any performance criteria, objectives and targets agreed with or set by the school's Governing Body.

Main Purpose

The Headteacher, who is accountable to the Governing Board, will have overall responsibility for the organisation, management and conduct of the school, providing professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the school. This includes:

- 1) Working in partnership with the whole staff and governors to maintain the school's ethos which values all members of the school community as individuals and promotes 'Success for all, in all we do.'
- 2) Leading by example and providing inspiration and motivation to the whole school community, promoting high levels of progress and attainment within an inclusive, caring and safe environment.
- 3) Ensuring that strategic planning takes account of the diversity, values and aspirations of the school's families and wider local community.
- 4) A commitment to safeguarding and welfare of pupils and to maintain high standards of behaviour, supported by policies and practices that promote self-esteem, self-discipline, independence and responsible attitudes.

Strategic Leadership

- 5) Challenge and provide inspiration, motivation, vision and purpose to staff, pupils, governors and parents and carers.
- 6) Create, implement, maintain and evaluate a strategic plan alongside staff and governors, underpinned by sound financial planning, which drives school improvement.
- 7) Ensure the school vision is clearly shared, understood and acted upon by all.

Teaching and Learning

The Headteacher will take responsibility for raising the quality of teaching and learning across the whole school. This includes:

- 8) Inspiring and motivating every member of staff to deliver a high standard of quality first teaching for every pupil every time.
- 9) Promoting a culture of continuous improvement for every child and adult.
- 10) Leading, developing, monitoring and evaluating the curriculum to ensure a creative and relevant approach for every child that stimulates enjoyment and enthusiasm for learning.
- 11) Promoting and encouraging creativity and innovation in the use of new technologies to enhance teaching and learning.
- 12) Developing and maintaining a broad range of extra-curricular activities across the school to enhance learning and broaden experiences for all children.
- 13) Ensuring that all pupils receive equal access to high quality education which challenges and enthuses them to develop a lifelong love of learning.
- 14) Challenging under-performance at all levels and have high expectations for all pupils and staff.

Develop Self and Others

The Headteacher will lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can achieve their best. To do so, the Headteacher will:

- 15) Lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection which positively embraces change and progression.
- 16) Continually improve and maintain effective strategies and procedures for staff induction, professional development and performance review so that staff reach their full potential.
- 17) Treat people fairly, with dignity and respect, to maintain a positive school culture and to allow an appropriate work/life balance and a focus on staff well-being.

Manage the Organisation

The Headteacher will ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose. The Headteacher will:

- 18) Actively support the Governing Board to understand its role and deliver its functions effectively.
- 19) Set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative controls, in partnership with the Governing Board.
- 20) Manage the school environment efficiently and effectively, ensuring that it meets the needs of the curriculum and health and safety regulations.
- 21) Recruit, retain and deploy staff appropriately and manage their workloads to achieve the school's goals.
- 22) Maintain effective systems for safeguarding all pupils, working with external agencies as required.
- 23) Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- 24) Use and integrate a range of technologies efficiently and effectively to manage the school.

Accountability

The Headteacher will be accountable for the efficiency and effectiveness of the school to the Governing Board and others, including pupils, parents, staff, the Local Authority and the wider local community. The Headteacher will:

- 25) Ensure individual staff roles and responsibilities are clearly defined, understood and agreed and carried out effectively.
- 26) Promote a culture of self-evaluation among the whole school staff so that they feel accountable for the success of the school.
- 27) Provide accurate, timely and appropriate accounts of the school's performance to a range of audiences including the Governing Board, parents, the Local Authority, the wider local community, Ofsted and others to enable them to play their part effectively.
- 28) Maintaining and further developing effective systems for communicating with pupils, parents, staff and governors to provide clear expectations and to create a culture of openness and transparency.
- 29) Ensure all legal requirements for health and safety, maintenance and financial management are fulfilled, including risk assessment procedures.

Strengthen the Community

The Headteacher will engage positively with the internal and external school community, ensuring that parents and pupils are well informed about the vision and plan for the school to encourage their involvement in driving forward 'Success for all, in all we do.' In particular, the Headteacher will:

- 30) Maintain and promote positive strategies which value the diversity of the school community and ensure the provision of equal opportunity and treatment of all members of the school community regardless of race, disability, religion, gender or sexual orientation.
- 31) Develop and maintain effective partnerships with other primary and secondary schools, the Local Authority and other agencies to further pupil welfare and achievement and contribute to the development of the education system.
- 32) Ensure learning experiences are linked and integrated with the wider community to prepare children to be active citizens in society.

Safeguarding and Promoting the Welfare of Children

The Headteacher will:

- 33) Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- 34) Provide a calm, safe and well-ordered learning environment where all pupils can achieve well and feel safe, where staff and pupils are focused on safeguarding.
- 35) Ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored.
- 36) Promote good attendance and reduce absence.

Person Specification

REQUIREMENTS (Essential, unless otherwise indicated)	FORM OF ASSESSMENT	
	Application/ Statement	Assessment/ Interview
QUALIFICATIONS		
• Degree and Qualified teacher status.	✓	
• NPQH or other relevant professional qualification (desirable).	✓	
• Has proven commitment to professional development in leadership and management.	✓	
EXPERIENCE		
• Senior leadership experience as an existing Headteacher or as an exceptional Deputy/Assistant Head.	✓	
• A proven track record of leading school improvement and raising standards.	✓	✓
• Experience and up to date knowledge of safeguarding children and a commitment to its importance.	✓	✓
• Experience of, and commitment to, working with the Governing Board to develop a shared vision.	✓	
QUALITIES, SKILLS AND KNOWLEDGE		
• A positive and resilient individual with drive, vision and integrity.		✓
• Can demonstrate highly effective management skills to ensure that resources – financial and otherwise – drive the continuous improvement of teaching and standards of learning for all pupils		✓
• Is passionate about 'quality first teaching', ensuring that a clear and rigorous system is in place for self-evaluation, actions for improvement and monitoring of all staff	✓	✓
• Is committed to providing an engaging, rigorous, broad and relevant curriculum and a stimulating and successful extra-curricular activities programme	✓	
• Is committed to using technology to improve teaching and learning	✓	
• Can use, analyse and monitor pupil assessment data to identify needs and trends in order to promote an appropriate level of challenge to all pupils	✓	✓
• Is committed to an inclusive education which addresses the needs of all the learners in a diverse community		✓
LEADERSHIP SKILLS		
• Can manage change and work under pressure, both educational and financial		✓
• Can motivate and inspire pupils, staff, parents/carers and governors to be the best they can be	✓	✓
• Experience of working successfully with external organisations, both educational and community based		✓
• Is approachable and can communicate effectively, verbally and in writing, with all members of the school community and outside agencies	✓	✓
• Has taken an active involvement in developing and implementing strategic plans across the whole school, identifying priorities and evaluating impact	✓	✓
• Has the knowledge, understanding and proven experience of how to raise achievement across the school	✓	✓
• The ability to identify excellent classroom practice and provide effective feedback to enable teachers to improve		✓

How to apply

Wandsworth Council
Children's Services Department
Town Hall, Wandsworth High Street
London SW18 2PU

Date: 20 December 2017

Please ask for/reply to: Alison Duke
Telephone: 020 8871 5471
Fax: 020 8871 5806
Email: csschools@wandsworth.gov.uk
Web: www.wandsworth.gov.uk

Dear Candidate,

Thank you for your interest in applying for the position of Headteacher at Fircroft Primary School. You can find further information about the school and the post, including a job description and person specification, and apply online at <https://jobs.richmondandwandsworth.gov.uk/>.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria. Other criteria will be assessed elsewhere in the selection process.

We encourage you to visit our School to help you prepare for your application and you are very welcome to visit before returning your application form. You are assured of a warm welcome. Visits can be arranged by calling Velma Lee, School Business Manager, on 020 8672 6258 ext.202 or by email at sbm@fircroft.wandsworth.sch.uk. Visits to the school will take place between Wednesday 3 January 2018 and Friday 12 January 2018.

The deadline for us to receive your completed application is midnight on Sunday 14 January 2018.

Shortlisting will take place on Wednesday 17 January 2018.

We like to visit shortlisted applicants at their current schools to answer any questions they may have prior to the interview and assessment. Visits to schools will take place between 18 and 24 January 2018.

Successful applicants will be invited to an interview and assessment day on Thursday 25 January 2018.

If you are unable to apply online, or have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on 020 8871 5471 or by e-mail to csschools@wandsworth.gov.uk to receive an application pack or with enquiries regarding the application process. Please ensure you provide a telephone number where you can be contacted or where we can leave a message.

We look forward to receiving your application.

Yours sincerely
Alison Duke

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to a DBS check. CVs are not accepted.

Fircroft Primary School
Fircroft Road
Tooting
London SW17 7PP

www.fircroftprimaryschool.co.uk