Dear Applicant,

Thank you for your interest in becoming headteacher at our school. Clifton Primary School is very much at the centre of its vibrant community in Southall.

We are looking for someone with excellent leadership experience who can build on the fantastic work of our departing headteacher over the last 2 years, in order to move us from good to consistently outstanding.

Our school caters for pupils from nursery age through to Year 6. It currently has 473 pupils and is gradually expanding from one-and-a-half to two forms of entry. A high proportion of our pupils are from ethnic minority backgrounds and speak English as an additional language. Just over a third of our pupils are supported by the Pupil Premium. Pupil mobility is higher than average.

We are ambitious for our children; we aim to provide the very best education and to have high expectations for all. Our new headteacher will lead a committed team who will ensure our pupils grow through excellent pastoral care and a stimulating programme of activities and experiences. We believe the school has a family atmosphere and there is a strong emphasis on extra-curricular activities to help equip children for life in a diverse community.

The school is entering the next stage of its growth, following a successful restructuring of its senior management under the leadership of the outgoing headteacher. Upskilling and clear lines of responsibilities have yielded a high-performance and high-ambition culture amongst the school staff. We are pleased to witness the resulting improved school performance across all measures, including academic and the expansion of extra-curricular activities and community engagement. Governors are looking for an equally ambitious high-performing candidate who can build on this progress and make his/ her own mark by stretching the school to achieve the next level of success.

The school has good transport links being in close proximity to the M4 and national rail service.

This is an excellent prospect for the right individual who would like to get involved in a school that is bursting with energy and potential. My colleagues and I look forward to interviewing candidates who are full of enthusiasm for both challenges and opportunities.

We would be delighted to show you around our school. Please contact Neroshini Abraao in the school office to arrange an appointment (Tel 0208 574 5712). The dates set aside for visits to the school are the 18th January 2018 and the 23rd January 2018. Completed applications should be returned by email to [admin@cliftonprimary.ealing.sch.uk](mailto:admin@cliftonprimary.ealing.sch.uk)

Closing date for receipt of applications is noon on Monday the 29th January 2018.

Yours faithfully,

Aileen Jones

Chair of Governors

**Job Description**

Responsible to: The Governing Body of the School

Responsible for: The Headteacher carries out duties in line with the conditions of employment as set out in the current *School Teacher’s Pay and Conditions* document, the *National Standards of excellence for Headteachers* and the policies and procedures of the Governing Body. The Headteacher will provide professional leadership to set and deliver the vision and strategic direction of the school, ensuring high quality teaching and learning for all its pupils through working in partnership with staff, the Governing Body, parents and the local community.

Key responsibilities

1. Strategic Direction & School Development
   * Promote the ethos and values which will shape the direction of the school, making sure this is clearly articulated, shared and understood by the Governing Body, staff and parents
   * Continue to implement the school development plan to ensure school improvement, particularly in the areas of communication, EYFS and pupil progress
   * Monitor and rigorously evaluate the performance of the school, and respond and report to the Governing Body as required to improve school performance and teaching standards, and take decisive and effective action on underperformance at all levels
   * Provide inspiring and purposeful leadership to pupils and staff within a culture of support, collaboration and encouragement
   * Ensure that the management, finances, organisation and administration of the school supports and enables its vision and aims
   * Ensure that school policies and practices take account of national, local and school requirements
   * Promote creativity, innovation and the use of appropriate new technologies to achieve excellence
   * Ensure that all school strategic planning takes into account the diversity and values of the school
2. Teaching, Learning, Curriculum & Standards

* + Maintain and foster an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behavior
  + Develop the curriculum which inspires and engages all pupils, and promote ongoing monitoring and regular evaluation to ensure that statutory requirements are met in all areas
  + Demonstrate and articulate high expectations for all pupils and remove barriers to learning
  + Monitor and evaluate the quality of teaching, learning and standards of achievement of every child in the school through use of data and other appropriate methods
  + Ensure pupils develop study skills in order to learn effectively and independently, and continue to maintain an effective partnership with parents and the wider community to support and improve pupils’ achievement and personal development
  + Build on extra-curricular activities in accordance with the educational aims of the school

1. Leadership & Management
   * Lead by example to demonstrate professionalism and exceptionally high standards
   * Recruit, deploy and retain high calibre staff who share and support the vision of the school
   * Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers
   * Implement and sustain effective systems for staff induction, management of staff performance, (incorporating performance management and target setting), and ensuring individual staff accountabilities are clearly defined
   * Work with the Governing Body to ensure the school demonstrates effective financial management and efficient deployment of budgets and resources
   * Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education and ensure efficiency and value for money
   * Continue to maintain and develop excellent working relationships with governors, staff, pupils, parents / carers and the community
2. Community Cohesion, Pastoral Care & Safeguarding
   * Build and maintain a school culture and curriculum which takes into account the richness and diversity of the school and local community, and ensure this is effectively and clearly communicated to parents
   * Maintain an inclusive environment where all members of the school community promote the welfare of children and actively demonstrate their care and concern, ensuring all school and statutory policies are always followed
   * Liaise and develop relationships with local community support teams, local authorities, parents, carers and agencies to ensure the welfare of every pupil is safeguarded
   * Provide a safe and secure environment for all pupils and staff, making sure all buildings, contents and their grounds are maintained to the highest standards
3. Accountability
   * Continue to develop a school in which all staff recognise they are responsible for the success of the school, and engage the school community in systematic and rigorous self-evaluation
   * Present a coherent and accurate account of the school’s performance in a form appropriate to the range of audiences, including governors, the LEA, the local community, OFSTED and others
   * Provide information to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
   * Carry out any such duties as may be reasonably required by the Governing Body

**Person Specification**

Our selection decision will be based on the criteria detailed in this document. At each stage of the process, the Governing Body panel will determine the extent to which candidates have met the criteria.

Please ensure when completing your application form that you address the relevant criteria as indicated below in the “how assessed” column. Your responses should include reference to your role, your actions, the decisions you took and the outcome or impact of your involvement.

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **HOW ASSESSED** |
| **Qualifications and Experience**   1. Qualified teacher status 2. NPQH or relevant further professional qualification, or evidence of relevant in-depth research 3. Significant and successful experience as a leader in a primary school 4. Experience of working in a diverse setting and a strong commitment to ensuring equality of opportunity | Application Form  Application Form  Application Form    Application Form & Interview/Assessment |
| **Staff Management**   1. A strong leader with excellent organisational skills and the vision to inspire staff and pupils 2. Is able to coach, mentor, support and develop staff and leaders 3. Is able to ensure the smooth running of the school, manage and resolve conflict and deal effectively with underperformance 4. Is able to maintain a culture of high expectations and set high standards across the school | Interview/Assessment  Application Form  Interview/Assessment  Application Form & Interview/Assessment |
| **Teaching and Learning**   1. Has up-to-date knowledge of statutory requirements, including recent changes in education and expectations of schools 2. Recognises good and outstanding teaching with proven experience of supporting staff to achieve this 3. Passionate about all aspects of teaching and learning, and keen to develop teachers through high quality CPD and effective appraisals 4. Skilled in identifying and removing barriers to learning 5. Has a comprehensive understanding of the National Curriculum, how to deliver this and use it as a vehicle for promoting pupils’ spiritual, moral social, emotional and cultural development effectively 6. Skilled in using data and other evidence to monitor and evaluate the school’s performance and set priorities | Interview/Assessment  Interview/Assessment  Application Form  Application Form & Interview/Assessment  Interview/Assessment  Application Form & Interview/Assessment |
| **Resource Management**   1. Has the ability to set, monitor and manage a budget, making best use of all available resources and ensuring best value for pupils and the school | Application Form & Interview/Assessment |
| **Safeguarding and Children Welfare**   1. Has a thorough knowledge and understanding of safeguarding and proven experience of effectively implementing this | Application Form & Interview/Assessment |
| **Personal Qualities/Skills**   1. The ability to work and operate calmly under pressure and in stressful situations, demonstrating resilience and determination in remaining focussed on the key priorities of the school 2. Excellent communication skills with the ability to engage all stakeholders, displaying a democratic and reflective approach to their involvement and contribution 3. The ability to lead the school with energy, passion, imagination and drive | Application Form & Interview/Assessment  Application Form & Interview/Assessment  Interview/Assessment |

**RECRUITMENT TIMELINE**

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| **Visits to the school**  **Thursday 18th January 2018 by appointment\***  **Tuesday 23rd January 2018 by appointment\***  **(Morning and afternoon time slots will be available)** |
| **Closing date for receipt of applications\*\***  **Noon on Monday 29th January 2018** |
| **Shortlisting will be conducted on 30th January 2018 and**  **invitations to successful candidates to attend for interview/assessment will be sent that day.** |
| **Interview and Assessment Day**  **Tuesday 6th February 2018** |

**\*To arrange an appointment please contact the school office:**

**Neroshini Abraao Tel 0208 574 5712**

**admin@cliftonprimary.ealing.sch.uk**

**\*\* Send completed application form via email to** [**admin@cliftonprimary.ealing.sch.uk**](mailto:admin@cliftonprimary.ealing.sch.uk) **- by noon on the closing date of Monday 29th January, 2018.**