



Wallace Fields Infant School & Nursery

Co-Headteacher Recruitment Pack 2018



**Wallace Fields,
Ewell, Surrey, KT17 3AS
Telephone: 020 8394 0647
w:www.wfis.co.uk
e: tara.cooke@wallace-fields-infant.surrey.sch.uk**

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Wallace Fields Infant School & Nursery Co-Headteacher advert

Start date: 1st September 2018 or 1st January 2019 Pay spine: Group 2 L11-21 £51,561 - £64,864

This is an incredibly exciting and unique opportunity for an inspirational, dynamic and forward thinking leader to be a Co-Headteacher at our exceptional school – working 3 days a week and achieving a better work life balance.

Wallace Fields Infant School and Nursery is a National Support School with an outstanding reputation for being creative, innovative and at the leading edge of educational reform. Situated between Epsom and Ewell in Surrey, we are a small nurturing infant and nursery school but are at an exciting time as we converted and set up a multi academy trust (MAT) called Inspiration Academy Trust on July 1st 2016. We are looking to develop and grow our trust with other like-minded schools in the future. Our vision for Wallace Fields Infant School & Nursery is very clearly demonstrated in our mission statement **“High Achievement & Success with a Smile”** and this is at the heart of everything we do. We believe that all our children have a right to the best possible education.

Are you:

A positive, driven and focussed leader with a strong drive for self-improvement and immense enjoyment of working collaboratively with others?

Do you:

- want to lead our successful, high performing and highly oversubscribed school on the next stage of its' development?
- have a strong growth mindset, enjoy being innovative and thinking outside the box?
- want to work in a school with an extremely strong ethos and a great sense of team work with amazing and talented staff striving for their school to be the very best it can be?
- have the ambition to lead an outstanding school offering you challenge and opportunity?

Then we might be a dynamic blend!

Our mission statement **“High achievement and success with a smile”** encompasses all we do, and our children are immensely proud of their school.

The role would suit an existing headteacher or an experienced deputy looking for their first headship.

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As you can probably tell we aim high in all that we do – if you do too then we would love to hear from you.

What can we offer you?

In return for your energy, drive and enthusiasm, we offer you the opportunity to work as a co-head alongside the existing co-headteacher of a very popular school of first choice with amazing children and amazing staffing and facilities. You will also benefit from being part of our newly formed academy trust and the exciting and many new opportunities that will bring in the future. We also offer a range of benefits unique to our school. We will also offer a highly competitive and negotiable salary for the right candidate.

If you wish to discover more about this exciting opportunity, have an informal discussion with the Co-Headteacher, Nicky Mann then please contact Assistant School Business Manager, Tara Cooke, by telephone on 0208 394 0647, or email tara.cooke@wallace-fields-infant.surrey.sch.uk

Visits to the school are actively encouraged please call Tara Cooke to arrange.

Applications close on **Wednesday 28th February 2018 at 12 noon**

Interview dates are **Wednesday 7th and Thursday 8th March 2018**

We reserve the right to withdraw this vacancy ahead of the closing date if there is a good level of response so please submit your application as early as possible.



Infant School

Wallace Fields Infant School & Nursery

Wallace Fields, Ewell, KT17 3AS

0208 394 0647 www.wfis.co.uk

office@wallace-fields-infant.surrey.sch.uk

"High achievement and success with a smile."



Dear Applicant,

Thank you for showing an interest in the post of Co-Headteacher at Wallace Fields Infant School and Nursery, we are delighted that you are considering applying for this role.

Wallace Fields Infant School and Nursery is a two form entry infant school with an 80 place nursery, set in a leafy setting between Epsom and Ewell in Surrey. The Governors have prepared this information pack and you will no doubt wish to look at our website www.wfis.surrey.sch.uk. This can only give you a flavour of our school so we hope that you will wish to visit to see for yourself that Wallace Fields Infant School & Nursery is very much a thriving, happy school with amazing staff and resources that is very highly regarded in the local community.

The Governing Board is very proud that whilst there is a positive, inclusive and caring ethos at the heart of everything that happens in our school there is also a drive for continuous school improvement ensuring the very best educational progress for all our pupils; and this is something we are keen to continue. The Governors are very supportive, and have an excellent relationship with children, parents, staff and the leadership team. All staff within the school are extremely reflective and continually looking at ways to further develop and enhance our school. We are, therefore, looking forward to welcoming a new co-head who will bring a wealth of experience along with lots of fresh ideas to take our school on the next step of its' journey.

We are very excited to be able to offer this unique opportunity of a part time co-headship and we are determined to appoint the right person for the job, therefore the successful candidate may be someone looking for their first headship or an experienced headteacher. We as governors are very aware of the importance of wellbeing, work life balance and professional development for our staff. Therefore we will strive to support the successful candidate in their new role.

WFIS & Nursery converted to a Multi Academy Trust in July 2016 and we are currently the only school in our MAT. However going forward as our MAT, Inspiration Academy Trust grows we anticipate there will be opportunities for a wealth of career and professional development opportunities available at leadership level – which makes this a particularly exciting time to join us as a co-headteacher at our school. Moreover, depending on the growth of the MAT, there may be the flexibility in the future, if desired, to take on a greater role within the MAT.

The Co-Headteacher's role does not contain a teaching commitment, although strong classroom links and a passion for teaching and learning are expected. The post will be supported by appropriate mentoring and challenge to assist the new Headteacher during the initial transition stages of the appointment. In addition there will be induction support from the other co-head, Nicky Mann.

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are committed to providing a new Co-Headteacher with a range of events and learning opportunities. An induction programme for new Headteachers to Surrey and those taking up their first substantive headship appointment is provided. The induction programme is designed to support you in your first year of Headship and beyond.

I hope that it will be possible for you to make an informal visit to the school so that you can see for yourself the children and staff on a normal working day. Our team will be very happy to show you round and answer any questions you may have. Please ring or email Tara Cooke our Assistant School Business Manager on 0208 394 0647 or tara.cooke@wallace-fields-infant.surrey.sch.uk to arrange a mutually convenient time.

We look forward to receiving your application by the closing date, and meeting you when you visit us.

Yours sincerely

Lawrence Matthews

Chair of Governors

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"High achievement and success with a smile."



Dear Applicant,

I am the current Co-Headteacher at Wallace Fields Infant and Nursery and the CEO of Inspiration Academy Trust and I thought it would be helpful for you to have a little bit of background about your potential job share partner!

I have been the Headteacher at WFIS & Nursery on a full time basis since my appointment to my first headship in September 2000, only intending to stay a few years but then my family arrived and time ran away with me so here I still am 17 years later! I have worked as a Local Leader of Education (LLE) and am currently a National Leader of Education (NLE) and our school is a National Support School. Our last Ofsted was over 10 years ago in February 2007 and we were graded Outstanding.

Last year, having worked full time all my career, at my request the Governing Board agreed to a co-headship arrangement with my Deputy Headteacher, Mrs Clare Mackie on a temporary basis for a year, with us each working 3 days per week. This was a wonderful opportunity for my deputy to experience headship and for myself to regain some work life balance! I have thoroughly enjoyed working part time with my co-head and the co-headship has been a great success. However, my current co-head is relocating to take up a full time position and therefore the governing board have decided to continue with a permanent co-headship arrangement at WFIS & Nursery - as long as we get the right candidate!

This may be an experienced head teacher or a very experienced deputy who is looking for, as I was, a little more work life balance - if you think this might be you then please do come and have a look around the school. When you visit I hope you will sense the uniqueness of which we are so proud.

As a very forward thinking and reflective school that has a strong history of working with other schools both within our Epsom and Ewell partnership of schools and as a result of my work as a National Leader of Education, we welcome and are inspired by looking at how other things work in other schools, and how we can improve and reflect on our current practice; so we would really welcome fresh new ideas that a new co-head teacher could bring to our school.

So if you think this could be the right career move for you then please do come and visit the school and see the children and staff at work – we look forward to seeing you soon!

Kind regards,

Nicky Mann
Co-Headteacher

About our school

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Wallace Fields Infant School and Nursery is a National Support School with an outstanding reputation for being creative, innovative and at the leading edge of educational reform. Situated between Epsom and Ewell in Surrey, we are a small nurturing infant and nursery school but are at an exciting time as we converted and set up a multi academy trust (MAT) called Inspiration Academy Trust on July 1st 2016. We are looking to develop and grow our trust with other like-minded schools in the future. Our children not only achieve excellent academic results – they also benefit from a specialist music teacher, supernumerary class teachers and teaching assistants in every year group as well as a full time teaching assistant in every class. They do all this in a great building with exceptional facilities (e.g. Air conditioning in every classroom!)

School Context

Our vision for Wallace Fields Infant School & Nursery is very clearly demonstrated in our mission statement **“High Achievement & Success with a Smile”** and this is at the heart of everything we do. We believe that all our children have a right to the best possible education.

In order to achieve our vision, there is a strong ‘can do’ ethos and the energy and vision that only the best is good enough for all our children. There is a clear understanding that the highest standards for children will only be achieved through the use of a wide range of focused strategies. Quality teaching in Education, in the formal sense, is at the heart of this, but pupils also spend time enjoying a wide range of enrichment opportunities. All of this is set in the context of a school where visitors regularly remark on the quality of positive relationships as well as a very strong growth mindset between and among staff and pupils.

Our Pupils...are our greatest asset!

We are extremely proud of our pupils and their achievements in all areas of school and home life. We aim to help them grow and achieve many successes – always with a smile! Through high quality, practical and creative learning opportunities we help them prepare for their educational journey as responsible, confident and caring young people.

The Staff... are our greatest resource!

We have talented, hardworking and dedicated staff at the school, who work cohesively together to support the school’s strong ethos and ensure that each child reaches his or her potential. Our excellent standards reflect the children’s positive attitudes to learning, consistent and continuous good teaching and the high level of pastoral support we provide. All of which are outstanding strengths of the school. The combined strength of our staff ensures that the values in our mission statement provide all pupils with high quality teaching and learning within a supportive environment.

Our Aims

We’re proud we...

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- Provide a fun, happy, caring and stimulating learning environment where pupils feel happy, valued and safe and secure
- Ensure motivation, confidence and enthusiasm for life-long learning, through celebrating achievements and differences
- Develop an understanding and appreciation of the world in which we live and take an active part in caring for our environment
- Inspire confidence and independence by nurturing a passion and love for learning
- Promote sensitivity towards others
- Value the partnership between governors, parents and staff to provide the best possible education for all
- Understand, respect and value the ever changing world in which we live
- Try out best in all that we do, to achieve very high standards in teaching and learning across the school
- Use technology in a thoughtful and respectful way to enhance learning Pupil Behaviour and Presentation

Staff Team and Structures

WFIS & Nursery enjoys exceptionally generous staffing: pupil ratios of 1:12 with full-time teaching assistants in all classes, specialist music teacher for weekly music lessons with each class and additional teaching staff providing interventions. We employ extra non-class based teaching staff specifically to enable us to give our teachers extra release time as standard on top of PPA. We also employ extra non-class based teaching assistants or apprentices as well as full time teaching assistants in every class to give teachers extra teaching and learning support every day of the week. We also have a Learning Mentor who is our ELSA teacher who works within the school to provide a valuable therapy service to children experiencing difficulties. We are very experienced in employing and training teaching assistant apprentices and SCITT students across the school.

Team working is a very strong feature of our school culture. Each phase, EYFS and KS1 are led by teams who shape and develop the curriculum for their phase and organise many aspects of the day-to-day running of the classes. They are also well-positioned to be involved in quality assurance of provision, in the implementation of school policy and contributing to the school vision. Subject leaders are well supported by the very strong and experienced Senior Leadership Team and are instrumental in innovation and ensuring best practice in their areas. The school is well resourced and all areas have a generous budget attached. Subject leaders play a key role in developing the practice of peers and actively contribute to the school's CPD programme.

On the following page, we have included quotes from a small selection of our staff which we hope will give you even more of a flavour of what it is like to work at Wallace Fields Infant School & Nursery.

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"I have loved being part of the Wallace Fields team over the past two years! There is a clear vision to make teaching and learning outstanding and enriching; the children are at the heart of every decision made. I was amazed by how articulate and responsible infant children could be, rising to the high expectations set by them from every member of staff and the embedded school values of friendship care and respect. Likewise, staff respect and work collaboratively together at every level. This has been particularly important for me as I have a non-class based role and teach across year groups. The professional development has been excellent and I have learnt much from the experienced leadership team."

Ruth Barber (Teacher) –July 2017



"I started at Wallace Fields Infant School & Nursery in September 2015 as a TA Apprentice, throughout my one year course I was fully supported by everyone. I was amazed by how mature the children were, with the high expectations that were set and responsibilities they had been given, e.g. serving the food at lunch times. I found that within the first few months of starting I was provided with different but challenging opportunities, for example becoming a 1:1 and working across all year groups from Reception to Year 2. Whilst this was quite challenging, I was overwhelmed with the support that the staff gave me, SLT were always there to talk to if I had any problems or concerns, nothing was ever too much for them. Wallace Fields Infant School & Nursery is a truly inspirational school to work at, not only because of our highly skilled staff members (or because no two days are ever the same!) but because we all take our time to get to know the children and their needs individually. I'm extremely jealous of the children that attend this school because when I was in primary school I never had the opportunities that Wallace Fields Infant School & Nursery provide for them (in addition to the school curriculum, opportunities with Sport and Music). So if you want to work in a crazy but loving environment, with a senior leadership team that supports everything you do, and children who make you want to come to work and inspire you every day, then I couldn't recommend Wallace Fields Infant School & Nursery enough!"

Aimee Bennett (Teaching Assistant) – February 2017

Curriculum

Creativity has always been at the heart of WFIS & Nursery curriculum and our staff know that we get the best from our pupils when they have ownership and are totally engaged in their learning. We teach an exciting Curriculum with a thematic approach with topics as diverse as 'Superheroes', 'Inventors' and 'Minibeasts'. It strives to develop pupil's empathy and an awareness of their place in the world. English and Maths follow the national curriculum but are integrated with foundation subjects, where possible.



Woven throughout our curriculum and explicitly taught are our agreed WFIS & Nursery values. They are made up of: **determination, effort, friendship, good manners, respect and reflection**. Pupils have a thorough understanding of these and

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they make a strong contribution to the excellent learning behaviours seen across the school. Alongside this is our very clear commitment to all members of our school community having a growth mindset attitude to all aspects of learning, which is operated consistently across the school. Children enjoy coming to school which is reflected in the high attendance levels which are above national .

Key to Strong Performance

Parental support and involvement is a top priority and very important to our success. We have high expectations of parents and they come into school regularly to support their child. Parents enjoy the range of activities that we offer to enable them to enhance their children's education and are extremely supportive of our school and all that it does. This includes a range of very well-attended workshops such as Reading and Phonics curriculum talks, Open Mornings and specialist SEN Workshops.

Pupil Voice



Pupil voice and involvement is a significant aid to learning, through the formal structures of the School Council but also through the "Pupils Suggesting Box" and in the quality of the pupils responses to questionnaires and the enthusiasm they show about becoming involved in school improvement initiatives.

When we asked our children to tell us what they thought about their school, these are the responses they came up with.

"I like learning everything because the teachers make it fun!"

"I love all the staff because they are always smiling and kind"

"When I go to knock on the staffroom door I hear the staff laughing lots!"

"My school is special because the teachers and teaching assistants make you feel special every day"

Our children are amazing!

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Staff Benefits

At Wallace Fields Infant School & Nursery, we provide more than a salary.....



Data and Statistics

1. Results:

| End of KS1 2017: | % attaining the expected standard and above | | % at greater depth | |
|------------------|---|-----------------|--------------------|-----------------|
| | <i>School</i> | <i>National</i> | <i>School</i> | <i>National</i> |
| Reading | 90 | 76 | 53 | 25 |
| Writing | 80 | 68 | 41 | 16 |
| Maths | 86 | 75 | 42 | 21 |

Year 1 Phonics screening Results 2017:

Pupils achieving expected standard 95% (81% national)

End of Foundation Stage Results 2017:

| Emerging | | Expected | | Exceeding | |
|----------|-------|----------|-------|-----------|-------|
| Reading | 16.4% | Reading | 60.3% | Reading | 23.3% |
| Writing | 19.7% | Writing | 68.3% | Writing | 12.1% |
| Number | 13.8% | Number | 68.7% | Number | 17.5% |

Children reaching GLD at end of EYFS = 87% (well above national)

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About inspiration Academy Trust

Academy Status

In September 2016, we became one of the first primary multi academy trusts (MAT) in Epsom and Ewell. We still have National Pay and Conditions, the same working hours and the same holidays and professional development days.....but we now have additional freedoms to ensure that the school is the best it possibly can be for our children, staff and community. Whilst still continuing to work closely with our local schools, we aim to grow slowly and steadily as a MAT at our own pace and when we feel we are in the best position to do so. We aim to work with other likeminded schools locally so the benefit of working at WFIS & Nursery going forward will be that staff will have all the benefits of a small nurturing , caring family school where they are not just a number but a vital member of our school team and also there will be amazing career opportunities to grow throughout the MAT at a time and pace to suit staff needs.

Having established ourselves as a MAT and a national support school, we are ready to continue our journey. These are exciting times for us and we are looking for a co-head who will be enthusiastic and committed to WFIS & Nursery moving forward on its' journey with Inspiration Academy Trust.

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INSPIRATION ACADEMY TRUST MAT Governance Structure



- Vision & Values
- External partnerships

- Strategy, Leadership & Executive Management
- Growth & Expansion
- Policies & Practices
- Financial Oversight/Risk Management/Contingency Planning
- Collaboration & Skills Development
- Shared Resources
- Leadership & Strategic Support Staff Recruitment and Performance Management
- Administrative support (HR, payroll etc)
- Appeals

- Curriculum Development
- Standards (Monitoring of Teaching & Learning)
- Staff Appraisal & Professional Development
- Student Behaviour & Progress
- Pupil Support
- Missions
- Budget Setting/Monitoring
- Premises/Asset Maintenance
- Community Partnerships
- Community Engagement

MEMBERS (DfE pref. 5)

-5 initial signatory Members:

DIRECTORS / TRUSTEES (‘MAT BOARD’)- (DfE pref. 6-9)

- Up to 10 Directors / Trustees appointed by the Members (including any CEO) –

Scheme of Delegation

Wallace Fields Infant School & Nursery

Local Governing Board

School No. 2

Local Governing Board

School No. 3 etc.

Local Governing Board

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CO-HEADTEACHER JOB DESCRIPTION

| | |
|-----------------------|---|
| Position: | Co-Headteacher |
| Reporting to: | Wallace Fields Infant School & Nursery Governing Board |
| Liaising with: | CEO, Board of Trustees, Local Governing Body, Headteachers within the Trust, WFIS & Nursery Staff at all levels, external agencies, parents and community members. |
| Purpose: | <ul style="list-style-type: none"> To provide vision and professional leadership for Wallace Fields Infant School & Nursery to secure its success and improvement and ensure a first-class education for all its pupils. To satisfy the aims of Wallace Fields Infant School & Nursery through the implementation of the policies of the Board of Trustees and the Local Governing Body. To uphold the core values and ethos of Inspiration Academy Trust whilst maintaining and developing the distinct nature of Wallace Fields Infant School & Nursery. |
| Working time: | 3 days per week The salary reflects the full range of duties required, however, you will be expected to work out of school hours as and when needed. |
| Main Duties: | To carry out the professional duties of a Headteacher as provided for under the relevant sections of the Schools Teachers' Pay and Conditions Document ¹ and in line with the expectations of the National Standards of Excellence for Headteachers (2015) ² |

1. Strategic Planning / Academy Development

- Provide inspiring and purposeful leadership to the staff and pupils.
- Work in partnership with the Local Governing Body, staff and parents; generating and sustaining the ethos and values which will underpin the Academy.
- Devise and implement a Development Plan which will secure continuous school improvement.
- Monitor and evaluate the performance of the Academy and respond and report to the Board of Trustees and Local Governing Body, as required.

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- Ensure that management, finances, organisation and administration of the Academy support its' vision and aims.
- Ensure that policies and practices take account of national, MAT and local requirements.
- Monitor, evaluate and review the impact in practice of policies, priorities and targets of the Academy and take action if necessary.
- Ensure all those working at the academy are committed to its' aims; remain motivated to achieve them; and are involved in meeting long, medium and short term objectives and targets which secure educational success.

2. Teaching and Learning

- Ensure that the statutory requirements of the national curriculum are met.
- Maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its' assessment and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the social, moral , spiritual and cultural development of pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils through appropriate methods.
- Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including local businesses, to extend the curriculum and enhance teaching and learning.
- Maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote and contribute to extracurricular activities in accordance with the educational aims of the academy.

3. Leading and Managing Staff

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Advise and work with the CEO on the recruitment and selection of teaching and support staff.
- Consistently employ the academy systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those of Headteacher.
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to take part in the identification of areas in where the Headteacher would benefit from further training.
- Ensure that a Deputy Headteacher, or suitable person, assumes responsibility for the discharge of the co-headteacher's function at any time when the co-headteacher is absent from their post.
- Continue the development of excellent working relationships with governors, staff, pupils, parents/carers and the community.

4. Efficient and effective deployment of staff and resources

- Assist the CEO and Finance and Business Director with the formulation of the annual budget, in order that the Academy secures its objectives.
- Work with the Board of Trustees, Governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Ensure the regular monitoring of the budget for the Academy and the oversight of the use of resources.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.

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- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. Accountability

- Work closely and develop close working relationships with the CEO, the Board of Trustees and Governors.
- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the Academy.
- Present a coherent and accurate account of performance in a form appropriate to the range of audiences including the Board of Trustees, Governors, local community, OFSTED and others, to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about their child's curriculum attainment and progress and about the contribution they can make in supporting learning and achievement.
- Ensure that parents/carers and pupils are well informed about the curriculum and the targets for improvement.
- Provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the CEO and Board of Trustees.

6. Safeguarding Children and Safer Recruitment

- Ensure that the policies and procedures adopted by the MAT are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively, effectively and in a timely manner, in accordance with agreed whistle blowing practices.

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- This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

7. Other Duties

- Play a full part in the life of the MAT and their own school, to support its distinctive vision and ethos and to encourage staff and pupils to follow this example.
- Commit to continuous professional development.
- Comply with the MAT and local Health and Safety Policy and undertake risk assessments as appropriate.
- Undertake any other duty as specified by the CEO and Board of Trustees not mentioned in the above.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the Trust in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers' and as adopted by the MAT.

Document links from page 15:

1. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/636389/School_teachers_pay_and_conditions_document_2017.pdf
2. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/396247/National_Standards_of_Excellence_for_Headteachers.pdf

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CO-HEADTEACHER PERSON SPECIFICATION

Qualifications

| Essential | Desirable |
|--|--|
| <ul style="list-style-type: none"> • Qualified Teacher Status | <ul style="list-style-type: none"> • NPQH |
| <ul style="list-style-type: none"> • Evidence of further professional development | |
| <ul style="list-style-type: none"> • Experience of leadership role | |

Experience

| Essential | Desirable |
|---|---|
| <ul style="list-style-type: none"> • Successful teaching and curriculum experience in the 4-11 age range | <ul style="list-style-type: none"> • Experience of teaching in Nursery |
| <ul style="list-style-type: none"> • Experience of leadership in a dynamic organisation | |
| <ul style="list-style-type: none"> • Experience of managing change and raising aspirations, expectations and educational standards | |
| <ul style="list-style-type: none"> • Experience of management of human and financial resources at a senior level | |
| <ul style="list-style-type: none"> • Recent and relevant leadership experience | |
| <ul style="list-style-type: none"> • Knowledge of each of key stages 1 and 2 and EYFS principles and practice | |
| <ul style="list-style-type: none"> • Experience of the broad inclusion agenda e.g. SEN, Nurture Groups, EAL and CP | |

Professional knowledge and understanding

| Essential | Desirable |
|--|---|
| <ul style="list-style-type: none"> • Knowledge of national education strategy, the wider context for schools and the contribution of education to promoting and sustaining a fair and equitable society | <ul style="list-style-type: none"> • Knowledge of the key considerations in the effective management of 2-4 year old nursery provision |

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| | |
|--|--|
| <ul style="list-style-type: none"> Understanding of quality in learning and teaching and how to achieve excellence | <ul style="list-style-type: none"> Understanding of health and safety issues relevant to 2-4 year olds in nursery |
| <ul style="list-style-type: none"> Understanding of values development, within the broader curriculum to support the school community, local community and pupils as citizens | |
| <ul style="list-style-type: none"> Knowledge of monitoring and evaluating performance and use of school self-evaluation in order to raise achievement | |
| <ul style="list-style-type: none"> Understanding of tools for the interpretation, analysis and use of data to inform | |
| <ul style="list-style-type: none"> Knowledge of key considerations in effective management and deployment of people and other resources | |
| <ul style="list-style-type: none"> Knowledge of best practice and procedures for safeguarding children and young people | |
| <ul style="list-style-type: none"> Knowledge of SEN and inclusion | |

Skills

| Essential |
|--|
| <ul style="list-style-type: none"> Able to motivate, challenge and influence children and adults to aspire and attain higher goals |
| <ul style="list-style-type: none"> Able to manage change i.e. national, local and organisation |
| <ul style="list-style-type: none"> Able to drive for improvement and challenging underperformance |
| <ul style="list-style-type: none"> Able to communicate effectively orally and in writing to a range of audiences |
| <ul style="list-style-type: none"> Able to think creatively to anticipate and solve problems |
| <ul style="list-style-type: none"> Able to formulate a vision and strategy for the organisation and secure commitment to it from others |
| <ul style="list-style-type: none"> Able to establish and sustain appropriate structures and systems and monitor them |
| <ul style="list-style-type: none"> Able to develop and empower individuals and teams |
| <ul style="list-style-type: none"> Able to use new and emerging technologies and teams |
| <ul style="list-style-type: none"> Able to be approachable, good listener and deal sensitively with people and resolve conflicts |
| <ul style="list-style-type: none"> Able to maintain an open mind-set and be reflective in practice |
| <ul style="list-style-type: none"> To work in partnership with the Co-Headteacher in a job share arrangement |

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Professional Qualities

| Essential |
|---|
| <ul style="list-style-type: none"> Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community |
| <ul style="list-style-type: none"> Positive, enthusiastic outlook, blending drive and determination with sensitivity and nurture |
| <ul style="list-style-type: none"> Demonstrate respect and empathy towards others |
| <ul style="list-style-type: none"> Resilience, perseverance and optimism in the face of difficulties and challenges |
| <ul style="list-style-type: none"> The ability to be consistently decisive, consistent and focused on solutions |
| <ul style="list-style-type: none"> Commitment and dedication to social justice, equality and excellence |
| <ul style="list-style-type: none"> Engagement in collaborative partnership working, within and beyond the organisation |
| <ul style="list-style-type: none"> Capacity to be flexible, adaptable and creative |
| <ul style="list-style-type: none"> Committed to the continuing professional development of self and others within the organisation |
| <ul style="list-style-type: none"> Committed to a collaborative organisation vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it |
| <ul style="list-style-type: none"> Committed to equal opportunities principles and practices |

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Application and selection process

Application and selection process

Please provide a full statement in support of your application. Your personal statement must relate to the specification addressing the job profile and not exceeding three sides of A4 paper. In doing so, please do not restate the factual details included elsewhere on the application form.

School Visit dates:

Visits to the school, as part of the recruitment process, are warmly welcomed and positively encouraged.

Please contact the WFIS & Nursery Assistant School Business Manager, Tara Cooke, on 0208 394 0647 or email her on tara.cooke@wallace-fields-infant.surrey.sch.uk to request and confirm a suitable time to visit.

Selection process

We will be contacting prospective candidates as soon as possible after we meet for short listing on **Wednesday 28th and Thursday 29th February 2018.**

Interviews will take place on **Wednesday 7th and Thursday 8th March 2018.** Further details will be sent to those candidates who are called for interview.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

Safer Recruitment

Wallace Fields Infant School & Nursery are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service along with all other relevant pre-employment checks.

Please also check that you have given details of your referees, one of whom should be your current or most recent employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. **Please note that CVs will not be accepted as applications.**

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Candidates should complete the application form and return it to Mrs Tara Cooke, Assistant School Business Manager, at the address below or via email so that it is received no later than midday on **Wednesday 28th February 2018:**

Wallace Fields Infant School
Wallace Fields
Ewell
Surrey
KT17 3AS

Telephone: 02083940647

Email: tara.cooke@wallace-fields-infant.surrey.sch.uk

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