



*Headteacher*

*Application Pack*



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Dear Candidate,

Thank you for showing interest in the post of Head Teacher at Downsview Primary & Nursery School. As a school, we are committed to excellence in all aspects of our work and due to the promotion of our existing Headteacher, the Governing Board are seeking to appoint a new Headteacher who will lead our focused and motivated team and fulfil our vision.

Downsview Primary and Nursery School is a successful and popular three-form entry school. We provide a quality education for children from ages 3-11. Downsview was originally a single form entry school, built in 1974, and has since undergone significant expansion and refurbishment. The improvement of our site to better support learning continues to be a high priority. We have a separate and well-equipped Nursery, where we offer a range of part-time and full-time places. We have excellent resources and facilities, including large, spacious grounds. Our children benefit from a playing field, a woodland area, two playgrounds, an adventure playground, extensive IT facilities and specialist classrooms, including a dance and music studio.

We are a very welcoming school; our committed and hardworking staff work collaboratively to improve pupil outcomes for our children. We use video technology to review teaching and pupil outcomes and our staff are both reflective and proactive. We regularly participate in external school review and have strong links, both within and out of the borough of Croydon. We have a strong, supportive and well informed Governing Board who are committed to continuous school improvement. We seek a dynamic leader who will build upon the existing strong foundations in place and continue to pursue the school’s goal of providing an outstanding education for all pupils.

Our children are well behaved and enthusiastic about learning. We are committed to ensuring that the children have a broad and balanced curriculum. The last Ofsted inspection identified these areas as strengths of Downsview. Enrichment opportunities are planned for children each term and we strive to make sure that no child is left behind. We pride ourselves on knowing our children and their parents or carers well and our partnerships with all stakeholders are very positive.

Downsview is an ethnically and culturally diverse community with over 42 languages spoken. We enrich children’s knowledge and understanding of the wider world through learning about different cultures and traditions, making links across all aspects of the curriculum.

We have achieved a number of school awards: the ICT Mark, Arts Mark, E-safety Award, 360o Safer Online Mark, Basic Skills Award, School Games Gold Award, Level 2 Rights Respecting Schools Award and the Healthy Schools London Gold Award.

We encourage all potential applicants to visit the school and we would be happy to answer any questions or provide any additional information. Please visit our school website on [www.downsview.croydon.sch.uk](http://www.downsview.croydon.sch.uk). Please arrange a school visit with Denise Taylor (HR and Senior Administration Officer) on Sec1@downsview.croydon.sch.uk or telephone the school. For an informal discussion about the role, please contact Mrs Maria Miller, Governor on 07941002835. The closing date for applications is 12 Noon on Tuesday 5th June 2018 with interviews taking place on 18th & 19th June 2018. Completed application forms should be accompanied by a personal statement (no more than 3 sides of A4) outlining your educational philosophy and vision for the strategic development of our school.

Yours sincerely

Eric Dale

Chair of Governing Board



Our Vision

**School Ethos and Principles**

As a UNICEF Rights Respecting School, our ethos and principles are set out in our Mission and Vision statements and embedded in the culture and curriculum of the school.

**Mission**: - We have a drive to raise standards, we have high expectations and we believe there is no limit for what our children can achieve. Children are firmly at the heart of all we do and we provide an environment for every child to thrive, where UNICEF Rights are respected and valued by all.

**Vision**: - To become a school of excellence where learning is memorable.

The staff, governors, pupils and parents have discussed and agreed our core principles:

**P.A.C.E. Principles**

**Positivity**

* We have a responsibility to be positive and supportive of each other; we are role models at all times.

**Aspiration**

* No excuses culture with high expectations; we have a growth mind-set.

**Collaboration**

* Everyone proactive, taking initiative for their own learning; we are a learning community.

**Equality**

* Everyone is valued; we celebrate equality and diversity.

**P.A.C.E.** – children have one chance; there needs to be a sense of urgency around learning with a rigorous and forensic understanding of how to close gaps to intervene swiftly and ensure progress.

***Downsview Primary School is a Rights Respecting School, gaining Level 2, the highest level achievable.***

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**SPECIFIC RESPONSIBILITIES**

1. **LEADERSHIP AND MANAGEMENT OF STAFF AND THE ORGANISATION**

* Adopts a dynamic, caring and flexible leadership style which will both influence and motivate staff and pupils to achieve their potential;
* Maintains a climate of high performance within the school, where each individual member of the team is encouraged, supported and developed to deliver outstanding results for our pupils;
* Manages the school’s financial and human resources effectively and efficiently to achieve the school’s educational goals and priorities;
* Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school;
* Leads successful performance management processes with all staff ensuring effective arrangements for appropriate, accurate and timely management information to enable continuous evaluation of performance and satisfy relevant external bodies;
* Ensures the school and environment is managed and organised efficiently and effectively to meet the needs of the curriculum and health and safety regulations;
* Manages the maintenance, repair and improvement of all facilities to ensure safe, clean and welcoming environment for pupils, staff and visitors;
* Ensures a challenging and clear programme of professional development for all staff.

Job Description

**Position:** Headteacher

**Reports to**: The Governing Board and
Local Authority

Grade: L23-L27

**This job description is subject to the general conditions of employment for Headteachers as set out in the current Teachers’ Pay and Conditions Document.**

**BROAD ROLE OUTLINE**

* To lead and manage the school effectively and efficiently;
* To be the lead professional and positive role model within our school community;
* To ensure the highest possible quality of education and range of educational opportunities for all pupils, through uncompromising high ambition;
* To provide clear vision and positive, incisive and purposeful leadership with strategic direction to ensure a sustained improvement in pupil achievement;
* To ensure that resources are efficiently and effectively used to achieve the school’s aims and objectives;
* To nurture a culture that promotes excellence, equality and high expectations;
* To lead the day to day organisation and administration of the school to its aims and targets;
* To have overall responsibility for safeguarding;
* To support parents and children and serve the needs of the local community in line with the vision and strategic plan for the school;
* To have ambition and seize opportunities for the school to share good practice and expertise, and learn from others beyond its boundaries.



2. **LEARNING AND TEACHING**

* Ensures a consistent and continuous focus on pupils’ achievement, using data and benchmarks to monitor progress in every child’s learning;
* Ensures the school continues to develop as a pupil focused community using innovative and creative approaches to meet the needs of all students;
* Ensures that learning is at the centre of strategic planning and resource management;
* Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
* Develops and implements strategies which secure high standards of behaviour and attendance
* Monitors, evaluates and reviews classroom practice and develops innovative improvement strategies;
* Ensures underperformance at all levels is challenged effectively and followed up with effective corrective action

3. **FINANCE, ACCOUNTABILITY AND GOVERNANCE**

* Responsibility for overseeing the production of the annual budget and financial strategy for approval by the Governing Board;
* Effectively manages the application of resources to ensure the school is able to deliver its aims and objectives within the annual budget;
* Provides a clear and accurate account of school performance to all audiences, including the Governing Board, parents/carers and OfSTED;
* Ensures compliance with child protection, safeguarding, health and safety and other statutory requirements;
* Ensures that all those who have specific responsibilities regarding the operation of the school in any aspect, teaching and learning, legal compliance, safeguarding, and son on, are clear on their responsibilities;
* Welcomes strong governance and actively supports the Governing Board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.

4 **WIDER STAKEHOLDER AND COMMUNITY MANAGEMENT**

* Carries the confidence of the Local Authority and involves themselves at a strategic level with relevant local and regional Heads and education groups and forums;
* Maintains a culture and curriculum which takes account of the richness and diversity of the school community;
* Ensures learning experiences for pupils are linked into and integrated with the wider community;
* Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;



Because this post allows substantial access to children, candidates are required to comply with departmental procedure in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and as appropriate, the nature of such convictions.

**Equal Opportunity**

The post holder will be expected to carry out all duties on the context of an in compliance with the Council’s Equal Opportunities Policies.

* Creates and maintains an effective partnership with parents and carers to support and improve pupils’ achievement and personal development;
* Ensures that the successes of the school are shared with the community to reinforce our position as a highly prized community asset;
* Cooperates and works with relevant agencies to protect children.

**Conditions of Service**

Governed by the National Agreement on Teachers’ Pay and Conditions, supplemented by local conditions as agreed by the Governors.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.



Person Specification

**CRITERIA**

**EDUCATION AND QUALIFICATIONS**

* A good honours degree or equivalent
* Qualified teacher status (QTS)
* Relevant higher degree (desirable)
* NPQH (or willingness to undertake)
* Evidence of recent and relevant training and development at headship level and/or in preparation for headship
* Substantial experience of teaching

**QUALITIES AND KNOWLEDGE**

* Successful recent strategic leadership experience likely to have been gained as a Headteacher or Deputy Headteacher in a multi-cultural school
* In-depth knowledge and understanding of the wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of School.
* Proven track record in leading, monitoring and managing staff including building a successful team, delegating effectively and implementing and managing change;
* Knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures
* Knowledge of the potential of ICT to enhance learning, interpret and analyse data and understand school information systems
* Have high expectations and personal integrity with the ability to promote and deliver the values, culture, ethos and traditions of the School with a commitment to the provision of extra-curricular activities
* Be astute and perceptive with strong analytical skills with the ability to use sound judgement to anticipate and to resolve conflict and issues imaginatively
* Be proactive, innovative and versatile with a high level of drive, energy and enthusiasm necessary to effectively deliver common goals
* Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing
* Ability to form excellent working relationships with staff, students, parents, and external partners



* Be a visible high-profile role model with a professional approach that demands excellence, confidence, trust and respect of the school and wider community

**STUDENTS AND STAFF**

* A passion for outstanding teaching coupled with the ability to lead and motivate colleagues to improve classroom effectiveness and raise achievement
* Successful experience of positive behaviour management and developing a pupil focused, inclusive and effective learning environment so that behaviour and attendance are outstanding
* Successful experience of curriculum development for pupils with SEND. Knowledge and understanding of the varying needs and abilities of students with SEND.
* A passion and commitment to providing a holistic approach to pupil development
* Successful experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of pupils
* Evidence of achieving a safe, secure and healthy school environment
* Demonstrate the importance of a work life balance

**SYSTEMS AND PROCESSES**

* A strong leader with evidence of skills in performance management, recognising high performance and tackling underperformance through to resolution
* Successful experience of effective strategic financial and resource management to achieve educational priorities and ensure efficiency and value for money
* Proven successful experience of school self-evaluation and accountability and the school improvement process
* Welcome strong governance and actively work collaboratively with the Governing Board and other stakeholders to develop and deliver a school vision which embraces excellence, intellectual rigour, high standards and inclusion
* A commitment to and evidence of promoting inclusion, diversity and equal opportunities within the curriculum and in employment practice
* Proven ability to plan strategically with the expertise to deliver and to communicate compellingly the School’s vision and drive the strategic leadership, empowering all students and staff to excel
* Distribute leadership throughout the School, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making



**THE SELF IMPROVING SCHOOL SYSTEM**

* Actively encourage research led development by staff and innovation in teaching practices
* Create an outward facing school which works with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent accountability

Generic qualifications, knowledge, skills and qualities needed to fulfil this role are set out in the “National Standards of Excellence for Headteachers” (DfE – 00010-2015) to which candidates should refer. The Headteacher Personal specification places the “National Standards of Excellence for Headteachers” into context. The Selection Panel will assess each candidate against the criteria listed above. Please see the advertisement on how to apply for this post.