

St Mary's C.E. Primary School

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Headteacher Candidate Information Pack



At St Mary's we find out who we are. We discover our talents and we learn and succeed. We have courage: we are brave. Together we are a family.

About St Mary's CE Primary School

Overview

St Mary's CE Primary School, London, N8 has served the local community since 1863. Today we provide for children from Nursery to Year 6 (2-11 years old). We are a 3 form voluntary aided Church of England primary school in the heart of the parish of Hornsey, London.

Our Governors

The vision of the Governing Body is for St Mary's to continue to be at the heart of the local community, providing a first-class education with a high standard of teaching that is founded on Christian values while embracing all cultures, religions, nationalities and beliefs. We want our children to learn in a nurturing and inclusive environment and we pride ourselves on the rich diversity of our school community.

Our School

The school is spread across two geographically close but very different sites which have recently benefited from a £4million modernisation, refurbishment and extension programme. We currently have 510 children in the main school and 82 in nursery. Our Church Lane site hosts our thriving Nursery (which takes children from 2 years old) as well as Reception and Y1 and a benefits from a close-knit village vibe. Our Rectory Gardens site is larger (a former secondary school) and here our Y2-6 children benefit from spacious modern classrooms and beautiful views up to Alexandra Palace.

The St Mary's Family

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Our Ethos

At St Mary's we are very clear that we are here to provide a school family that will support our children to become the very best they can be:

- We will have aspirations, hopes and dreams for our children and do all we can to help each and every child know what success feels like
- Our community is made up of children, families, staff, governors, friends and community members. We all have our part to play in our children's success
- We expect every member of our community to support and demonstrate a commitment to our children and community and the values that are important to us

Our Values

We share a core set of Christian values that are a golden thread that runs through all aspects of our school life:

- Tolerance
- Self-Worth
- Awe and Wonder
- Bravery
- Honesty

Our Strengths

We benefit from:

- Serving an exceptionally diverse community which is culturally vibrant and stimulating
- Supporting all our children to become ambitious, successful learners who take responsibility for their achievements and successes
- Our rich and diverse curriculum, that is deeply personalised for our children, ensures that not only do they all attain highly in core subjects, but also have the wide ranging knowledge, skills and

experiences that will support them to make sense of the world and give them choices in the future

- Innovative senior leaders who drive a culture of sharing values, knowledge and vision throughout the school and in their local educational community
- Passionate staff who enjoy the opportunity to develop and grow as professionals and who believe deeply in their vocation and are inspired to make a difference every day
- Modern and spacious sites and facilities
- Being in a strong financial position, in part due to significant additional support from The Greig Trust

Our extracurricular strengths

- Thriving Breakfast and After School Club
- Dedicated Language tuition – French and Mandarin
- Music – whole class tuition
- Sporting success at borough and London level
- Art and Cultural Capital experiences
- Coding & Digital Leaders
- Forest School
- School & Community activities – English classes for families and many children's clubs



Are you....

- An inspirational leader with a strong track record of improving outcomes for children
- Passionate about delivering excellent standards of teaching and learning through a broad, balanced and creative curriculum
- Committed to promoting and developing the Christian character of the school and able to work closely with the parish church and LDBS
- An individual with high expectations of all stakeholders and proven leadership and management skills
- Able to build on our current success and lead us to become outstanding and beyond

As Headteacher at St Mary's you will:

- Work with a strong SLT and dedicated Governors
- Lead a committed and highly skilled staff team
- Commit to getting the best from our ambitious and motivated children
- Work with the dedicated Inclusion team to help support children in reaching their potential academically, socially and emotionally

Please look at our website and ethos statement for more information about the school - [St Mary's website](#)

Visits to the school are strongly encouraged – please contact governors@stmarysn8.co.uk to arrange a visit.

Completed applications should be sent to Sophie Plimley, Clerk to the Governors, governors@stmarysn8.co.uk by 12 noon, 30th April 2018. See the 'Application Process' section at the end of this booklet for more information.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to DBS checks where appropriate along with other relevant checks. We reserve the right to research applicants on social media platforms and the internet, and the panel members may take this into consideration during the recruitment process.



Headteacher Job description

The Headteacher is accountable to the Governors as the principal professional of the school. The Headteacher is responsible for the leadership, management and day to day running of the school. This job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the annual Teacher Pay and Conditions document and the National Standards for Headteachers.

Purpose of Job

- To be the strategic lead professional leadership for St Mary's CE Primary School, N8.
- To provide the vision, ambition, leadership and direction, ensuring it is managed and organised by working strategically with all partners and stakeholders to develop outstanding provision, which will transform the educational and future life opportunities of all pupils.

Main duties and responsibilities

- Promote the highest possible standards in order to maximise the levels of attainments for all pupils.
- Create, implement, maintain and evaluate a strategic improvement plan for the school, underpinned by sound financial planning and management.
- Work with the Governors to agree a shared vision and ethos for the school and ensure these, and other major objectives for the school, are clearly articulated understood and acted upon by all members of the school community.
- Work with the Governors, London Dioceses Board for Schools and the local parish to ensure the school aims of providing an education based on Christian principles for all pupils.

Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils who will be served by St Mary's CE Primary School, N8.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, and towards parents, governors and the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the schools context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Ensure the highest standards of achievement for pupils across the full range of abilities and needs via high expectations and a curriculum designed to support, challenge and stimulate.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Promote an educational culture of 'open classrooms' as a basis for sharing best practice within and schools, drawing on and conducting relevant research and robust data analysis.
- Promote positive and responsible pupil behavior rooted in mutual respect.
- Ensure that all pupils receive equitable access to high quality, creative education, which encourages and challenges them to develop an ongoing love of learning.

- Ensure that learning is linked to the wider community to prepare children to be active and engaged citizens of society.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

Systems and Process

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Manage 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.
- Maintain and further develop effective systems for communicating with pupils, parents, staff and governors, to create a culture of clear expectations, openness and transparency.
- Welcome strong governance and actively support the governing body 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.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, 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

- Create an outward-facing school which work with other schools and organisations in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to service improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.



Person Specification

Selection decisions will be based on the criteria outlined below which are aligned to the 2015 National Standards for Headteachers. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application paperwork, you should ensure that you address each of the selection criteria through reference to work or other relevant experience.

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
Professional experience <ul style="list-style-type: none">• Headship, deputy headship or assistant headship experience• Demonstrate extensive teaching experience within the primary age range, including early years• Demonstrate curriculum planning and implementation• Successfully planned, implemented and evaluated whole school improvement projects• Demonstrate knowledge and understanding of the new National Curriculum• Demonstrate how to use data to drive improvements in pupil progress• Effective involvement with parents, carers and governors	Application, Interview & Assessment
Leading teaching and learning <ul style="list-style-type: none">• Demonstrate a drive to instill an expectation of high standards and good progress in all pupils• Review, develop and manage the curriculum for the whole of the primary age range, including early years• A track record of enabling teachers to secure consistently good and outstanding quality teaching for all pupils• Willing to challenge average and below average performance through monitoring, evaluation and target setting and appraisal• Encourage and implement an inclusive caring and respectful learning environment• Understand the importance of using the pupil premium grant to enhance the learning of its target cohort• Create a climate that promotes and values achievement for all	A, I & A
Successful staff development <ul style="list-style-type: none">• Conversant with the appraisal process and understand the requirements for teachers to achieve career stage expectations• Raise expectations through the demand of high standards of performance• Plan effectively leading to clear delegation of tasks and devolution of responsibilities• Ensure staff training and inset is linked to the School Development Plan and monitor the impact of training in raising standards and the quality of teaching• Ensure workloads are manageable and outcomes are achievable• Communicate effectively and appropriately to a wide range of stakeholders	A, I & A

Managing the organisation <ul style="list-style-type: none"> • Establish and sustain appropriate organisational structures and systems • Manage the school efficiently and effectively on a day to day basis • Focused and determined in leading the school to become good and outstanding in standards, teaching, pupil progress, behavior safety, leadership and management • Identify strengths and weaknesses in the school and produce an action plan to respond to findings • Prioritise issues for school improvement and actively monitor as well as evaluate progress against action plan • Demonstrate robust financial and resource management skills • Demonstrate a commitment to work with governors to enable them to meet their responsibilities 	A, I & A
Personal qualities <ul style="list-style-type: none"> • Continue to promote St Mary's strong educational philosophy and values • Inspire, challenge, motivate and empower teams and individuals to achieve high goals • Be a positive role model at all times, a highly effective and respected representative of St Mary's • Be approachable, person centered • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people • Build and maintain quality relationships through interpersonal skills and effective communication • Demonstrate personal and professional integrity, including modelling values and vision • Inspire trust and confidence across the school and community • Manage and resolve conflict • Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others • Demonstrate a capacity for sustained hard work with energy and vigour 	A, I & A
Safeguarding <ul style="list-style-type: none"> • Displays a commitment to the protection and safeguarding of children and young people • Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people • Will co-operate and work with the relevant agencies to protect children • Committed to establishing and sustaining a safe learning environment 	A, I & A
Educational qualifications and training <ul style="list-style-type: none"> • Qualified teacher status • Evidence of recent and relevant continuing professional development 	Application Form
Promoting Equality and Diversity <ul style="list-style-type: none"> • Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage in the borough • Listen to contributions made to service development without prejudice 	A & I

<ul style="list-style-type: none">Challenge behaviours and processes which do not support the school's work to eliminate discrimination; advance equality of opportunity; and foster good relations, while being prepared to accept feedback about own behaviour <p>Customer Care</p> <ul style="list-style-type: none">Listen and respond to children/young people needs, seek out innovative ways of consulting and engaging themNetwork with others to develop services for the benefit of the children/young people <p>Developing Self and Others</p> <ul style="list-style-type: none">Coach and mentor othersBe willing to share learning and encourage others to do the sameListen to others and respond to their needsApply a range of development activities to develop and train staffStrive for improvement and take responsibility for own developmentBe self-confident and lead by example	<p>A & I</p> <p>A, I & A</p>
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Our Ethos Statement

A Child at St Mary's

I come to St Mary's to work hard and do my best.

I know I am part of a community. I realise that what I do and say affects the people around me.

I say please and thank you. I look for the good in others.

I know I am an important member of my school. I want to make St Mary's an even better place.

In the classroom and the playground, I help anyone I can, not just my friends. I notice other children and include them in my games.

I pick up litter. I smile. I try to be kind.

At home, I help my family. In public, I think about the people around me. I share the pavement and let others get on the bus first.

St Mary's is my school and I have the power to make a difference.

An Adult at St Mary's

I am here by choice and I understand that I am a role model for those around me.

I want the best for all of our children.

I offer my help when needed and communicate positively with all members of our community.

When I find things challenging I know that those around me will step in and support me.

My contributions are important and necessary to the community as a whole.

What I do and how I conduct myself reflects who we are. I get involved. I do my best. I share, forgive, laugh, I smile. I try to be kind.

I will lend my skills and talents both in and out of school to enable our children to have rich and meaningful experiences so that they can share their understanding of the importance of community and citizenship throughout their lives. St Mary's is my school and I have the power to make a difference.



Application process

- 1) Complete the application form
- 2) Complete the Declaration of Criminal Record
- 3) Write your supporting statement (no more than 3 sides of A4) using the following headings:
 - Professional experience
 - Leading teaching and learning
 - Successful staff development
 - Managing the organization
 - Personal qualities
 - Your vision for St Mary's CE Primary School
- 4) Return all 3 documents to Sophie Plimley, Clerk to the Governors on governors@stmarysn8.co.uk by noon, April 30th 2018



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