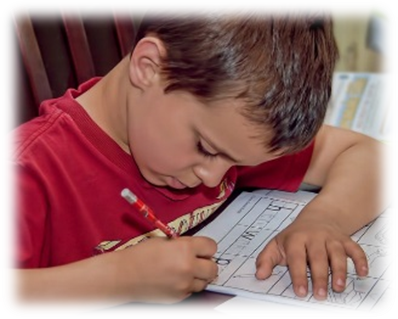


**Headteacher**

**Recruitment Pack**







***"Disadvantaged pupils, pupils who speak English as an additional language and those who have special educational needs and/or disabilities make good progress because of the strong additional support they receive from staff." Ofsted 2017***

Dear Applicant

Thank you for your interest in becoming Headteacher of Earlham Primary School. This website will provide you with full details of the unique opportunities that this role can offer.

Earlham Primary School is a vibrant and friendly two-form entry school serving its local diverse community in Wood Green, North London. We are a caring and enthusiastic school which aims to meet the varying needs of all our pupils in a supportive environment. We are committed to improving the life chances of children by providing high quality education in a safe, caring and inclusive environment. Our vision is to enable every child to achieve their best and have the brightest possible future.

The school has been through a turbulent period since June 2013, when we were judged “Requires Improvement”, with “Good” for Behaviour and Safety. An Interim Executive Board (IEB) replaced the former Governing Board in October 2014, with the explicit remit of driving rapid improvement in all aspects of the school’s performance.

Since our appointment the IEB has successfully transformed outcomes for all pupils of the school and a ‘Good’ Ofsted rating was secured in April 2017.

The school has also been successful in securing funding from the second wave of the Government’s Priority School Building Programme (PSBP2). This will enable the reconstruction of the existing teaching facilities. We are excited about the potential for this initiative to create an inspiring new learning environment for pupils and staff alike; a physical transformation that aligns with our academic improvement.

Following several years of challenge Earlham is now at an exciting juncture with a bright future ahead. We are seeking a headteacher with exceptional leadership and management skills who will work with us to build on the rapid improvement already achieved, embed a culture of sustained success and ultimately lead Earlham to become an Outstanding school at the heart of our evolving community.

If you have a passion for learning, if you relish a challenge, and have the vision and tenacity to embed success, then we’d be delighted to hear from you.

Visits to the school are warmly welcomed. Please contact the School Office on 020 8888 2780 to arrange a convenient time. For further information on the post and the application process, please contact Euan Macdonald (07967 395065).

We look forward to welcoming you and showing you around our school.

Yours sincerely

Euan Macdonald

Chair of Governors, on behalf of the Interim Executive Board (IEB)

**About Earlham**

Earlham Primary School is a vibrant and friendly two form entry school in the heart of the London Borough of Haringey. We are committed to improving the life chances of children by providing high quality education and family support in a safe, caring and inclusive environment. The school community is extremely excited about the school rebuild which will provide a unique opportunity to both lead a vision and build one.

We support a diverse school community with pupils from a wide variety of different backgrounds. A high percentage of our pupils come from minority ethnic backgrounds and speak English as an additional language. We are proud that our pupils behave well and have excellent attitudes to learning.

The school was graded as Requiring Improvement in 2013 and 2015, and returned to a Good rating in April 2017. The next step on the school’s journey is to become robustly Good across all areas, continue to raise attainment levels and work towards becoming Outstanding.

The school is currently governed by an Interim Executive Board, a temporary body tasked with ensuring the school’s rapid improvement. Given the school’s sustained improvement the IEB is currently liaising with the Local Authority to revert to a being a standard Governing Body by the beginning of the 2018/19 academic year.

Members of the IEB are committed to supporting an exceptional leadership and management team in order to sustain and develop the excellent work already achieved through galvanising the entire community and embedding a culture of sustained success.



****

**Earlham Primary School Vision**

We are ‘building the future today’ through education.

We want every Earlham pupil to gain the character, skills, knowledge and confidence to make the best positive choices as they build their futures.

We aim to serve our diverse community by uniting to provide each child at our school with the knowledge, skills and understanding to enable their success in their primary education and to have the platform upon which to build their future success as individuals and members of the wider community.

We celebrate diversity and value the richness it brings as we unite to develop and celebrate the core British and Human values of Democracy, Liberty, Rule of the Law and Respect.

The safeguarding of children is at the heart of all that we do and we are committed to providing the highest levels of care within a caring, warm, friendly and supportive learning environment.

We have the highest expectations for every pupil and believe that excellent teaching and learning can enable every child to succeed, regardless of starting point or external circumstances.

We will work in partnership with parents, carers and professionals to become a strong community resource enabling each child to achieve their best and have a bright future.

We are fully committed to Haringey’s vision of: **‘Building a Stronger Haringey Together’ and the key goals of:**

• **Outstanding for all: Enabling all Haringey children to thrive**

**• Clean and Safe: A Borough where people are proud to live, with stronger communities and partnerships**

**• Sustainable Growth: Building a basis for communities to thrive**

**Our Aims:**

*To inspire a love of learning and motivate each child to achieve their best in a safe and stimulating environment*

*To ensure that every family has access to a range of services that will deliver better outcomes for children and their families*

*To encourage professional and community groups to work together to provide holistic support to children and their families*

*To provide high quality teaching and learning within a broad and balanced curriculum*

*To foster a close-knit school community of children, carers and staff working together to achieve our goals*

*To celebrate and respect diversity and value everyone’s contribution to our community*

**Application Process**

Thank you for your interest in applying for the Headteacher post at Earlham Primary School. You will find all the documents you require to complete the application process here.

You should carefully read the Headteacher Job Description & Person Specification and the Application Form and Recruitment information supplied.

Completed application forms should be emailed to:

Closing date is 12 noon, Wednesday 25 April 2018. Shortlisting will take place soon after that.

The selection process will take place on Friday 27 April 2018.

Visits to the school are warmly welcomed. Please contact the School Office on 020 8888 2780 to arrange a visit before 27 April 2018.

Interviews should take place in the week starting 30 April 2018.

We do our best to respond to all applications whether successful or not and we are happy to provide feedback should you require it.

We look forward to receiving your completed forms in due course.

Warm regards,

Interim Executive Board 

**Earlham Primary School**



**Headteacher Job Description**

Reports to: Governors and Local Authority

Status: Permanent

Responsible for: Earlham Primary School

**Salary: L18 – L24 and up to a 25% discretionary allowance for an exceptional candidate**

Title of post: Headteacher Full Time Position

***Main Purpose: To provide outstanding leadership, inspiration and stability for Earlham Primary School which ensures its ongoing success and drive for improvement. The Headteacher will work with all members of the school community to provide an inspiring environment for teaching and learning. Within the school, the overall responsibilities of the head teacher are designed to empower both staff and pupils to achieve their fullest potential.***

|  |
| --- |
| **1. Within the school, the overall responsibilities of the head teacher are to:** |

1.1. Provide a stable, safe, happy, warm and caring environment for our children.

1.2. Provide strategic vision, leadership and direction, which will ensure that the school’s mission to continue to improve outcomes is embedded into its organisation and operational plans.

1.3. Promote and raise the importance of the highest standards of teaching and learning throughout the school through effective leadership and management of staff, pupils and resources.

1.4. Manage the complex issues of a school with historic challenges and a diverse population.

1.5. Maintain and develop a strong partnership with the governing body, parents and wider community.

|  |
| --- |
| **2. Strategic direction and development of the school** |

2.1. Ensure that the school’s improvement plans are based on evidence from robust self-evaluation and that progress against targets and objectives is reviewed regularly.

2.2. Act as professional adviser to the Governors and provide them with information with which to fulfil their strategic leadership role.

2.3. Work with the Governing Body and other key stakeholders to develop a shared vision and strategic plans to inspire and motivate pupils, staff, parents and the wider community by promoting our values and ethos to all.

2.4. Ensure that the vision and ethos of the school are clearly articulated, understood, shared and acted upon effectively by the whole school and community.

2.5. Demonstrate this vision and values in everyday work and practice.

2.6. Manage change and new initiatives whilst motivating and building on existing strengths, traditions and culture.

2.7. Ensure strategic planning takes account of the diversity, values and experience of the school and community at large.

2.8. Promote creativity and innovation through a rich curriculum to ensure pupils achieve high standards.

2.9. Lead and manage the further development of strategic planning that ensures continued school improvement.

|  |
| --- |
| **3. Leading, teaching and learning – promoting excellence and achievement** |

3.1. Set the highest possible standard of leadership and professional behaviours.

3.2. Promote and secure high standards of attainment and progress throughout the school.

3.3. Promote pupils’ enthusiasm for learning.

3.4. Implement strategies which secure high standards of behaviour and attendance, within the school’s Behaviour Policy.

3.5. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

3.6. Maintain a positive, warm and nurturing atmosphere that enables effective teaching and learning.

3.7. Continually review and develop the curriculum and assessment procedures.

3.8. Continue to monitor and evaluate the quality of teaching and learning for all pupils, in order to set and meet challenging targets for improvement.

3.9. Develop the school’s adoption of new teaching practises.

3.10. Collaborate with education partners and stakeholders to raise pupil achievement.

3.11. Ensure that effective monitoring and targeted support systems are in place, to raise pupil achievement.

3.12. An ability to understand and interpret data (ASP, Target Tracker, Fischer Family Trust and Local Authority) in order to identify gaps in performance and to identify priorities for improvement in order to drive change.

3.13. Implement strategies to enable pupils with EAL to achieve their full potential.

3.14. Continue to promote the voice of pupils within the school, both in their contribution to the school ethos and the curriculum.

3.15. Provide a creative, engaging, forward looking and relevant curriculum.

3.16. Ensure the statutory requirements of the National Curriculum are achieved.

3.17. Promote creativity and innovation through a rich curriculum to ensure that each child achieves their potential.

3.18. Develop and implement strategies to promote the emotional wellbeing of pupils.

|  |
| --- |
| 4. Leading and managing staff |

4.1. Build and develop the strengths and capacity of the senior leadership team.

4.2. Maintain a culture where all staff are listened to and contribute to the development of the school.

4.3. Promote good staff morale within a professional learning community that enables everyone to achieve, through strong relationships, excellent working conditions, good professional development and effective performance management

4.4. Be a ‘lead learner’ in the school and facilitate all staff in their own professional development.

4.5. Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.

4.6. Regularly review own practice, set personal targets and take responsibility for own personal development.

4.7. Treat people fairly, equitably, and with dignity and respect to create a positive school culture.

4.8. Communicate effectively with all staff and delegate appropriately with an even hand.

4.9. Ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and Standards for Induction.

4.10. Celebrate our school community in all its facets and bring enjoyment and fun into school life.

|  |
| --- |
| 5. Efficient and effective development of staff and resources |

5.1. Manage the competing demands on resources.

5.2. Set annual and rolling budgets in conjunction with the governing body.

5.3. Find creative solutions to managing the budget including external fundraising.

5.4. Monitor and report to governors on appropriate priorities for expenditure of allocated funds, and ensure effective administration and control.

5.5. Work with senior colleagues to recruit, retain and deploy staff of the highest quality.

5.6. Work with senior colleagues to deploy all staff effectively, in order to maintain high standards in the quality of education provided.

5.7. Create an organisational structure that reflects the school’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements.

5.8. Develop the school’s middle leader capacity.

5.9. Motivate and lead a dedicated team of senior leaders, teachers, T.A.s and other support staff.

5.10. Provide a focus on CPD and staff development in order to deliver consistently outstanding teaching.

5.11. Implement successful performance management processes for all staff, including pupil progress targets.

5.12. Ensure that professional duties and conditions of employment are fulfilled, as set out in the agreed Conditions document, including those for the headteacher.

5.13. Collaborate with the Governing Body and Local Authority to facilitate the development of the school premises, including the construction of new premises.

5.14. Manage and organise all aspects of the premises efficiently and effectively, to ensure that they meet the needs of the curriculum as well as health and safety regulations.

|  |
| --- |
| 6. Accountability |

6.1. Provide analysis, information, objective advice and support to the governing body that will enable it to meet its responsibilities for securing effective teaching and learning, together with continually improving standards of achievement and value for money.

6.2. Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community, OFSTED and others, to enable them to play their part effectively.

6.3. Further develop an organisation in which all staff recognise that they are accountable for the success of the school.

6.4. Ensure individual staff’s responsibilities are defined clearly, understood and agreed and are subject to rigorous reviews and evaluation.

6.5. Ensure that all staff members have a full commitment to L.A.’s equal opportunities policy and an acceptance of personal responsibility for its practical application.

|  |
| --- |
| 7. Relations with parents and the wider community |

7.1. To forge and maintain a close, mutually supportive relationship with the Governing Body, acknowledging the Governing Body's duties and responsibilities and providing it regularly with appropriate information and progress reports.

7.2. Build a school curriculum that celebrates the richness of the diversity of the school’s communities.

7.3. Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make to whole school improvement.

7.4. Maintain links with other schools and network learning communities, further education, and other agencies related to pupil welfare and achievement.

7.5. Ensure the before and after school provision are of the highest quality and embrace the ethos of the school.

7.6. Strengthen and develop our relationships with other schools in the borough.

7.7. Collaborate with other agencies in providing for the academic spiritual, moral, social, emotional and cultural well-being of pupils and their families.

7.8. Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.

7.9. Encourage close parental involvement in the day-to-day life of the school and ensure that communication between school and home is effective.

7.10. Co-operate and work with relevant agencies to safeguard children.

7.11. Celebrate our school and grounds and use them to the full.



[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwjklfGr64XaAhXL1xQKHS2kCWwQjRx6BAgAEAU&url=https://www.tes.com/jobs/employer/earlham-primary-school-1023247&psig=AOvVaw2cIfG7BeTtSq9xAGZLOTfN&ust=1522011085958858)**Person Specification**

***Earlham Primary School is a vibrant, socially and culturally diverse two-form entry school with a warm, welcoming atmosphere. We strive to create an environment where each child is challenged to achieve the best outcomes alongside nurturing and cherishing them as individuals. We have enthusiastic, well-behaved children, a dedicated and committed staff team, ambitious governors and  supportive parents. This is an exciting opportunity for the successful candidate who will be able to build a new, exciting and 21st century learning environment. ***

**The Position**

This is an exciting opportunity for an enthusiastic and forward thinking Headteacher who will take overall responsibility for the leadership, care, education and success of Earlham Primary School.

**The main priorities are to:**

• Provide strategic vision and leadership and ensure a culture of excellence and high expectations

• Ensure all children achieve their full potential and make outstanding progress through all phases

• Inspire excitement and respect from all members of the school community through exciting CPD and other curriculum developments

• Protect and safeguard all children and be responsible for the health and safety of everyone on the school premises;

• Control costs, achieve good value for money and maintain a healthy school budget

Create an exciting learning environment for the new school building.

The Governors will be a supportive and encouraging board that will work with you to achieve your goals. We will provide support to assist you through your induction and on-going professional development.

**The Person:**

• Has the vision and the skills required to build on the school’s current strengths

• Can initiate innovative developments and implement, refine and shape these in partnership with staff, pupils, parents and governors

• Has high expectations of all children; their achievements and behaviour in a fully inclusive environment

[](https://www.google.co.uk/imgres?imgurl=https://d2yw9izrmawh7r.cloudfront.net/employers/1023247/photos/20150410_339PM_d__MG_0145.JPG&imgrefurl=https://www.tes.com/jobs/employer/earlham-primary-school-1023247&docid=LzHmzQacnxhReM&tbnid=yxKZw6Gtr4ld9M:&vet=10ahUKEwi02Pmh64XaAhXFPZoKHYLSAukQMwiAASglMCU..i&w=280&h=182&bih=651&biw=1366&q=earlham%20primary%20school&ved=0ahUKEwi02Pmh64XaAhXFPZoKHYLSAukQMwiAASglMCU&iact=mrc&uact=8)• Is able to lead and inspire a committed and hard-working team to achieve and maintain excellence

• Clearly demonstrates a passion for education and ensuring the very best academic and holistic outcomes for each child

• Has high expectations of themselves and others and leads the school’s professional learning community with enthusiasm

• Has a proven track record of success