



# Headteacher

## Candidate Information





"....A calm and purposeful school ..... a strong sense of community ..."  
Ofsted

"Pupils and staff follow a clear set of values that has received public recognition and has brought the community together. Pupils around the school are respectful of one another and enjoy going to school."  
Ofsted



"Activities and resources are well matched to the desired learning outcomes and teachers have high expectations, resulting in greater levels of engagement."  
Ofsted



# Welcome from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Headteacher at Garratt Park School. I am very pleased to enclose the information you will need to support your application.

Garratt Park School is a maintained Special Needs Secondary School catering for pupils with moderate learning difficulties. Around 40% of students are on the Autistic Spectrum while others have Speech, Language and Communication difficulties. The curriculum is tailored to the needs of the students to enable them to make the most of the talents they have and our Alternative Learning Centre develops interests in a much wider way than is possible in a classroom. Our leadership team have worked with four similar special schools to develop a bespoke assessment system. This measures progress across the national curriculum subjects, as well as communication and personal development. Last year, all pupils, including those with more complex needs, left school with at least five qualifications at entry level 2 or above. The School is recognised as a Maths and Computing Specialist School and the facilities reflect these accreditations

The school is also responsible for the Advisory Service which is Wandsworth Council's outreach service to other schools in the Borough for students with Autistic Spectrum Disorder and Social Communication Disorder. This covers both Primary and Secondary Schools and is run from offices on Garratt Park School's site.

We currently have an Acting Headteacher following the retirement of our previous Head after ten very successful years leading the school. We are now seeking someone who will continue to drive the school forward and provide the good start to working life for our students when they leave Garratt Park. You will be supported by a strong leadership team, a well-developed middle management structure, dedicated teachers and a knowledgeable governing body.

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As you will see from our website at [www.garrattpark.wandsworth.sch.uk](http://www.garrattpark.wandsworth.sch.uk) there is much going on in the school and I encourage you to visit to see for yourself the way the school operates. You will be warmly welcomed: to arrange a visit please contact **Tina Avern, School Business Manager**, on **020 8946 5769**.

Yours sincerely,  
**Caroline Roberts**  
Chair of Governors





## Letter from Human Resources

Dear Candidate

Thank you for your interest in applying for the position of Headteacher at Garratt Park School. You can find further information about the school and the post, including a job description and person specification, and apply online at <https://jobs.richmondandwandsworth.gov.uk>

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria. We encourage you to visit the School to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by calling **Tina Avern** on **020 8946 5769**.

The deadline for us to receive your completed application is midnight on Sunday 18 November 2018.

Shortlisting will take place on Thursday 22 November 2018.

We like to visit shortlisted applicants at their current schools to answer any questions they may have prior to the interview and assessment. Visits to schools will take place w/c **Monday 26 November 2018**.

Successful applicants will be invited to an interview and assessment day on **Monday 3 December 2018**.

If you are unable to apply online, or have any special requirements to enable you to fully participate in the application and/or selection process, or with enquiries regarding the application process, please contact me on 020 8871 8273 or by e-mail to [csschools@richmondandwandsworth.gov.uk](mailto:csschools@richmondandwandsworth.gov.uk)

Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

We look forward to receiving your application.

Yours sincerely

**Lesley Lynch**  
Senior Human Resources Officer





# Job Description

## Main purpose of the job

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the postholder role.
3. To provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its students and improved standards of learning and achievement.
4. To carry out the duties in accordance with the School Teachers' Pay and Conditions Document.
5. To work with the Governors, in consultation with other interested parties, to formulate the aims of the school and to establish policies for their implementation.
6. To create and implement a School Development Plan, underpinned by sound financial planning, which identifies priorities and targets for school improvement.
7. To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting objectives and targets to secure success.

## Management

1. To ensure that the designated member of staff is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.
2. To plan, allocate, support and evaluate work undertaken by staff, whether working individually or in teams, ensuring clear delegation and devolution or responsibilities.
3. To implement and sustain effective systems for the management and improvement of staff performance, incorporating Performance Management for all staff.
4. To jointly carry out staff absence reviews (except for TAs)

5. To motivate and enable all staff to carry out their respective roles through high quality Professional Development.
6. To monitor and evaluate all Safeguarding procedures in school.
7. To ensure that newly qualified teachers are appropriately trained, monitored, supported and assessed.
8. To work with the Link Inspector.
9. To work with Governors to recruit and retain staff of the highest quality.
10. To determine the budget and set appropriate priorities for expenditure, allocate funds and ensure effective administration and control in line with the aims of the school and the management and budget plan.
11. To manage and organise accommodation and other available resources efficiently and effectively taking account of the needs of the curriculum and health and safety requirements. This includes all building improvements.
12. To oversee the review of the staffing structure and all job descriptions (annually).
13. To oversee secondary transfer and student casual admissions into the school.
14. To manage and oversee Governors' induction and visits to the school.
15. Strategic Partner in the Wandle Teaching School Alliance.
16. To act as the Special Schools representative to link with the Local Authority.
17. To oversee NPQH placements in school.

## Curriculum and Ethos

1. To determine, organise and implement an appropriate curriculum relevant to the needs and abilities of all students, in accordance with the Governors' curriculum statement.
2. To determine, organise and implement a policy for the care, personal development and well being of students.
3. To monitor and evaluate the quality of teaching and standards of learning and achievement of all students to secure school improvement.

4. To create and promote strategies for developing equal opportunities and inclusion for all members of the school community.
5. To work with schools and colleges in other key stages to ensure satisfactory transfer and progression of students.
6. To continue to develop the ethos that all give of their best.
7. To oversee the outreach work with mainstream primary and secondary schools provided by the Advisory Service.

## Accountability

1. To provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning, high standards of pupil achievement, including whole school targets, and good value for money.
2. To develop an organisation in which all staff accept collective accountability for the success of the school.
3. To present the school's aims, performance and goals in a manner appropriate to a range of audiences including governors, students, parents, the LA, the local community and OfSTED to enable them to play their part collaboratively and effectively.
4. To ensure that parents/carers and students are well informed about the curriculum, attainment and progress, and about the contribution they can make to the school's success.
5. To ensure the school operates within agreed LA guidelines and that effective liaison exists between the school and the LA.
6. To promote the school and develop effective relationships in the wider community.
7. To manage and delegate Child Protection issues and Safeguarding.
8. To manage and co-ordinate school publicity and fundraising.



# Person Specification

## Qualifications and Training

1. Qualified Teacher Status (QTS).
2. National Professional Qualification for Headship (NPQH) or higher level degree or management qualification.
3. Proven commitment to professional development in leadership and management and/or other relevant training.

## Experience

1. Successful experience of teaching in a mainstream or special school and a proven track record of leading school improvement and raising standards.
2. Successful experience of leading and motivating staff through collaboration and delegated leadership.
3. Proven track record of developing appropriate personalised curriculum for pupils with special educational needs leading to positive academic, social and personal outcomes.
4. Successful experience of working collaboratively with other secondary Headteachers and senior leaders to improve learning outcomes for pupils.
5. To have had experience of working with other partners including those services, medical teams and other key professionals who might be supporting pupils and families in school to ensure the best outcomes for students

## Knowledge and Understanding

1. Good understanding of performance management in its widest sense and the impact on school improvement and development.
2. In depth knowledge of school evaluation and how this meets Ofsted requirements.
3. Up to date knowledge and understanding of the changing educational context and statutory requirements in relation to pupils with SEN.

## Skills

### Proven ability to:

1. Plan, manage and monitor a large budget.
2. Use assessment, tracking and target setting to identify areas for development and raise standards.
3. Engage, manage and successfully motivate staff to establish a clear and shared set of aims, objectives and values for the school.
4. Listen and respond appropriately to adults and young people and handle sensitive issues with respect and care.
5. The ability to communicate and write effectively with different stakeholders including parents, teachers, governors, support services and the wider community.







"Parents feel that the school provides a safe environment for their children. Staff remain confident and competent in keeping pupils safe and healthy at all times due to the comprehensive training programme that is in place."

**Ofsted**



"The management of the education, health and care plan process is meticulous."

**Ofsted**



"Pupils have access to a personalised curriculum that prepares them well for life in modern Britain."

**Ofsted**



**Garratt Park School**

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**tesprime**

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