



Malmesbury Primary School

Headteacher Candidate Information Pack

Email: admin@malmesbury.merton.sch.uk

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Address: Malmesbury Road, Morden, SM4 6HG

WELCOME TO OUR SCHOOL

Dear Applicant

Thank you for your interest in becoming the new headteacher of Malmesbury Primary School. I hope that this recruitment pack provides you with all the information you need to decide if this is the right school for you. I also encourage you to look at our website (www.malmesbury.merton.sch.uk) and to come to visit the school to see what a special place it is.

Malmesbury is a two form entry multicultural school for pupils aged 3 to 11, and at present we have 449 pupils on roll, including nursery. We are located in the London Borough of Merton on the borders of Morden and Sutton.

We are proud of our successful school where pupils achieve well and make good progress throughout their time here. They develop into responsible citizens, have fun and enjoy coming to school. Both staff and governors have high aspirations for our pupils who come from diverse backgrounds and cultures.

At our last inspection in February 2016, OFSTED judged us as a good school. We have acted on all their suggested areas for development and have already seen great improvements, especially in Early Years.

We have a dedicated and stable staff, who offer the very best opportunities for the pupils to become confident and lifelong learners. We also have an effective Leadership Team and a committed governing board.

We are looking for a headteacher who can build on our successes and strengths and take the school forward. The governing board will offer support to our new headteacher to provide a safe, nurturing and stimulating environment for everybody at the school.

I would be delighted for you to visit us before Friday February 9th in order to meet staff and the children.

Yours sincerely

Judy Groome

Chair of Governors

"Pupils have positive attitudes to school because they enjoy learning."

Ofsted, 2016

"Everyone here was so impressed by how polite, well-mannered and enthusiastic your pupils are."

Polka Theatre, 2018

"Everyone is happy. We feel safe. Learning is fun."

Children's Council,
2017



APPLICATION AND SELECTION

The first step in the selection process is your application. Please make sure you read through the Person Specification and Job Description carefully. You should provide specific examples to demonstrate how you meet the Person Specification criteria and ensure the application form is fully completed.

Completed applications should be sent to admin@malmesbury.merton.sch.uk.

Visits to the school will be warmly welcomed from 29th January to 9th February 2018. Please contact Louise Gorham, our School Business Manager, on 020 8648 3561 or by email at admin@malmesbury.merton.sch.uk to arrange a visit.

The deadline for us to receive your completed application is 4pm on Friday 16th February 2018.

Shortlisting will take place on Tuesday 20th February and successful applicants will be invited for an assessment and interview selection process on Wednesday 7th and Thursday 8th March 2018.

"Pupils make good progress in years 1 to 6."

Ofsted, 2016

AIMS AND ETHOS

Malmesbury Primary School brings out the best in everyone

The school aims to ensure that our pupils:

- make consistent and accelerated progress so that they reach the highest possible level of attainment;
- have high aspirations;
- become responsible members of the community;
- become confident lifelong learners.



"Pupils are courteous and friendly."

Ofsted, 2016

"Pupils are sensible and conduct themselves well."

Ofsted, 2016

In order to fulfil these aims, the school:

- instills high expectations with challenge for all pupils;
- provides a stimulating creative curriculum which is inspirational, relevant and fun;
- provides a nurturing and inclusive environment;
- promotes respect for all members of our diverse community;
- provides a language rich environment to support children's learning;
- promotes British values.

"School leaders foster a culture where staff are encouraged to deepen their subject knowledge and are trusted to innovate to ensure the best possible outcomes for all pupils."

A teacher, 2018

JOB DESCRIPTION

Duties

This job description is subject to the general conditions of service for a headteacher, as set out in the latest School Teachers' Pay and Conditions Document. This job description is based on the National Standards of Excellence for Headteachers (2015). Other duties include meeting the National Standards for Headteachers and achieving any performance criteria, objectives and targets agreed with or set by the school's governing board.

Main Purpose

The headteacher will have overall responsibility for the organisation, management and conduct of the school, providing professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the school. This includes:

- leading by example and providing inspiration and motivation to the whole school community, promoting high levels of progress and attainment within an inclusive, caring and safe environment;
- working in partnership with the whole staff and governors to maintain the school's ethos which values all members of the school community as individuals and "brings out the best in everyone";
- ensuring that strategic planning takes account of the diversity, values and aspirations of the families who use the school, and the wider local community.



Teaching and Learning

The headteacher will ensure that learning is at the heart of the school at all times and take responsibility for continuing to ensure high quality of teaching and learning across the whole school. This includes:

- inspiring and motivating every teacher to deliver a high standard of quality first teaching for every pupil;
- promoting a culture of continuous improvement for every pupil;
- leading, developing and monitoring the curriculum to ensure a creative, flexible and balanced approach for every pupil that stimulates enjoyment and enthusiasm for learning;
- promoting and encouraging creativity and innovation in the use of new technologies to enhance teaching and learning;
- maintaining and widening the range of extra-curricular activities across the school;
- ensuring that all pupils receive equal access to high quality education which challenges and enthuses them to develop a lifelong love of learning;
- communicating to all pupils and their families the high expectations held for them and supporting them to achieve their full potential.



"The international dimension continues to be a valued and integral part of your school's curriculum and whole-school ethos, promoting citizenship and celebrating cultural diversity across the school and wider community."

The British Council, 2018

Strategic Leadership

The headteacher will ensure staff are informed of current thinking and changes in national policy by:

- sustaining wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursuing continuous professional development;
- working 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 school's context;
- communicating effectively the school's vision and driving the strategic leadership, empowering all pupils and staff to excel;
- maintaining, evaluating and further developing the school's strategic plan together with staff and governors, underpinned by sound financial planning, which drives school improvement;
- maintaining and further developing effective systems for communicating with pupils, parents/carers, staff and governors to ensure that individual targets and progress are achieved.

Developing Self and Others

The headteacher will lead, motivate, support, challenge and develop the whole school staff to ensure that everyone in the school can achieve their best. In order to do so, the headteacher will:

- lead by example and create a shared commitment and responsibility for the school through collaborative team work, distributed leadership and professional reflection which positively embraces change and progression;
- continually improve and maintain effective strategies and procedures for staff induction, professional development and performance review so that staff reach their full potential;
- treat people fairly and equitably, with dignity and respect, to maintain a positive school culture and to allow an appropriate work/life balance and a focus on staff well-being.



"We are pleased to have such an enthusiastic school form part of our Partnership, a real credit to the Borough."

Merton School Sports Partnership, 2018

Manage the Organisation

The headteacher will ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity. In particular, the headteacher will:

- welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively;
- set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative controls, in partnership with the governing board;
- recruit, retain and deploy staff appropriately and manage their workloads in order to achieve the school's goals;
- maintain effective systems for safeguarding all pupils, working with external agencies as required;
- utilise the 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.

Accountability

The headteacher will be accountable for the efficiency and effectiveness of the school to the governing board and others, including pupils, parents/carers, staff, the Local Authority and the wider local community. The headteacher will:

- promote a culture of accurate self- evaluation among the whole school staff so that they are accountable for the success of the school;
- provide accurate, timely and appropriate accounts of the school's performance to a range of audiences including the governing board and other stakeholders to enable them to play their part effectively;
- ensure all legal requirements for health and safety, maintenance and financial management are fulfilled, including risk assessment procedures.



Strengthen the Community

The headteacher will engage positively with the internal and external school community, ensuring that parents/carers and pupils are well informed about the vision and plan for the school to encourage their involvement in driving forward high achievement for all. In particular, the headteacher will:

- maintain and promote positive strategies which value the diversity of the school community and ensure the provision of equal opportunity and treatment of all members of the school community regardless of race, disability, religion, gender or sexual orientation;
- collaborate with outside agencies to ensure high academic achievement and the spiritual, moral, social and cultural wellbeing of pupils and their families;
- develop and maintain effective partnerships with other primary and secondary schools, the Local Authority and other agencies to further pupil welfare and achievement.



Safeguarding and Promoting the Welfare of Children

The headteacher is the school's Designated Safeguarding Lead. They will communicate efficiently and effectively with pupils, families and external agencies to ensure the safety and wellbeing of all pupils at the school by:

- being fully aware of and understand the statutory duties and responsibilities in relation to child protection and safeguarding children and young people including Keeping Children Safe in Education (September 2016) and Working Together to Safeguard Children (2015);
- providing a calm, safe and well-ordered learning environment where all pupils can achieve well and feel safe, where staff and pupils are focused on safeguarding
- ensuring that all statutory and advisory duties regarding safeguarding are in place and robustly monitored;
- promoting good attendance and punctuality and reducing absence.

"Students and teachers alike have put hard work, imagination and determination and passion into the production and were a credit to the school."

Shakespeare Schools Festival, 2017

PERSON SPECIFICATION

Requirements (Essential, unless otherwise indicated)	Form of Assessment	
	Application/ Statement	Assessment/ Interview
Qualifications		
Degree and Qualified Teacher Status	✓	
NPQH or other relevant professional qualification (desirable)	✓	
Has proven commitment to professional development in leadership and management	✓	
Experience		
Senior leadership experience as an existing headteacher or as an exceptional Deputy/Assistant Headteacher	✓	
A proven track record of leading school improvement and raising standards	✓	✓
Experience and up to date knowledge of safeguarding pupils and a commitment to its importance	✓	✓
Experience and commitment to working with the governing board to develop a shared vision	✓	
Qualities, Skills and Knowledge		
A positive and resilient individual with drive, vision and integrity		✓
Can demonstrate highly effective management skills to ensure that resources, financial and otherwise, drive the continuous improvement of teaching and standards of learning for all pupils		✓
Is committed to quality first teaching ensuring that a clear and rigorous system is in place for self-evaluation, actions for improvement and monitoring of all staff	✓	✓
Can demonstrate the provision of an engaging, rigorous, broad and relevant curriculum and a stimulating and successful extra-curricular activities programme	✓	
Can demonstrate a commitment to using technology to improve teaching and learning	✓	
Can use, analyse and monitor pupil assessment data to identify needs and trends in order to promote an appropriate level of challenge to all pupils	✓	✓
Is committed to an inclusive education which addresses the needs of all pupils in a diverse community	✓	✓
Is able to work collaboratively with the leadership team and all staff to ensure that all school improvement priorities are achieved	✓	✓

Leadership skills		
Can manage change and work under pressure, both educational and financial		✓
Can motivate and inspire pupils, staff, parents/carers and governors to be the best they can be	✓	✓
Experience of working successfully with external organisations, both educational and community based		✓
Is approachable and can communicate effectively with all members of the school community and outside agencies	✓	✓
Has taken an active involvement in developing and implementing strategic plans across the whole school, identifying priorities and evaluating impact	✓	✓
Has knowledge, understanding and proven experience of how to raise achievement across the school	✓	✓
The ability to identify excellent classroom practice and provide effective feedback to enable teachers to improve		✓
To work effectively with parents/carers to ensure the best outcomes for their children	✓	✓

