



Headteacher Application Pack





Dear Candidate,

Thank you for your interest in the position of Head Teacher at Alderbrook Primary School.

We are a two-form intake school, serving a diverse and multicultural community in Balham. Together with the pupils, parents and local community, we are very proud of our school and the strong reputation we have been able to build, thanks to the work of our Head Teacher and our very strong, enthusiastic and committed teaching and support staff team.

Our motto is “the best for every child, every day”. We place a strong emphasis on enabling all our children to develop as happy, confident, independent learners who will contribute fully as adult citizens of the 21st century. Every one of pupils is encouraged to have high aspirations for everything they do, and we recognise and celebrate all aspects of their achievements.

We are always looking for new ways to further inspire our pupils and to excite them about their learning. As a result, we have recently launched a new curriculum, bringing together all aspects of our childrens’ education, related to one overarching theme each term. Regular visits to museums and other venues in London and further afield help to embed this learning.

As governors, and senior leaders, we recognise the vital role our teachers play in continuing to create an innovative and forward-thinking school that creates the best for our children. As a result, we invest heavily in CPD opportunities for teachers at all levels of experience, taking advantage of the many Wandsworth Training and Professional Development Courses, as well as the support we receive from our link inspector.

In terms of location, the school is a short walking distance from Balham station, offering excellent transport links to Central London and other boroughs. In terms of facilities, we are lucky to have the use of a modern separate Early Years unit built in 2013, a large playground, an indoor swimming pool, a well-resourced library, a state-of-the art IT suite and a wonderful roof terrace with an art studio that the children all love.

If this sounds exciting and appealing to you, we would be very pleased to show you around our beautiful school and to discuss the role in more detail.

Very much looking forward to hearing from you.

Yours sincerely,

Anna Nicholson and James Walker

Co-Chairs of Governing Board

Alderbrook website: <http://www.alderbrookprimaryschool.co.uk>



We hope you take time to browse our website, where there is full information about our school and its community. You will read our recent newsletters to parents, find information about our attainment profile, our flourishing PTA, visits that the children have made and our new integrated curriculum. There are many interactive parts to the website where you will see groups of pupils working on our new roof garden and art studio as well as PTA events.

We hope you get the impression that learning is fun and thoroughly enjoyed by all pupils.

Our curriculum information also shows the creativity that has gone into establishing an integrated approach to learning for our pupils. When you visit, you will get a chance to see the exemplary work that is produced in our new topic-centred approach in each classroom.



We see the importance of academic achievement for all pupils but also relish the development of confidence, resilience, cooperation, thoughtfulness and kindness – ensuring children's rounded development. We are a musical school and proud of our Arts Mark award and also of our participation in a range of sporting activities across the Borough.

We work closely with our parents – from their first experiences of school to the preparation of pupils for high school transfer. Our themed open afternoons for new nursery and reception parents are wonderful with younger siblings also invited to play in our excellent early years' facilities.

We have a supportive, active and hardworking governing body – and a staff team that is excellent

We thought you might like to read the comments that parents have made about their children's experiences at Alderbrook.....

"Thank you ever so much for your hard work. It is every parent's dream to have your child love learning and you all have made this a reality. Thank you".

"My child has had an amazing first year at school, we really couldn't have dreamed for any better. She has made lovely friends and she adores her teachers. She is progressing at a fantastic rate but most of all she is so happy and her confidence is visibly growing. We love Alderbrook already!"

"My child is loving school and feels supported and loved. This reflects in her willingness to learn".

"We are delighted that our children have had such a super start to school life. Alderbrook is a fantastic community school with dedicated staff and a strong ethos for learning and the best possible outcomes for all the children. We like the diversity of the school and enjoying meeting the teaching staff and other parents.

"It is clear that good behaviour is really valued at the school. We are extremely pleased with the school. Talking to friends with children the same age, it is clear that Alderbrook is often miles ahead. The environment is nurturing, and I am amazed at the progress my children have made".

"I think the school has a wonderful staff team who are very dedicated to growing the children's learning and also think that the school's ability to adapt and grow is a great asset and it is lovely to be able to speak with teachers so easily".

"Excellent atmosphere at school which promotes and cultivates a learning culture in a fun manner. Well done to teachers and staff. Highly recommended school!"

"My child continues to blossom. She is happy, safe and supported in all aspects of learning".



Job Description & Specific Responsibilities

Job title	Headteacher, Alderbrook Primary School
Reports to	The Governing Board (FGB) and Local Authority (LA)
Grade	
The Role	The Headteacher will take overall responsibility for the leadership and management of every aspect of the primary school. They will establish a culture of outstanding learning and teaching, an ethos of high expectations and a nurturing yet rigorous approach to behaviour management. The overall purpose of the role is to ensure an outstanding education for all children in the school.
Broad outline of the role	<p>To lead and manage the school effectively and efficiently;</p> <p>To be the lead professional and positive role model within our school community;</p> <p>To ensure the highest possible quality of education and range of educational opportunities for all pupils, through uncompromising high ambition;</p> <p>To provide clear vision and positive, incisive and purposeful leadership with strategic direction to ensure a sustained improvement in pupil achievement;</p> <p>To ensure that resources are efficiently and effectively used to achieve the school's aims and objectives;</p> <p>To nurture a supportive culture that promotes excellence, equality and high expectations;</p> <p>To lead the day to day organisation and administration of the school to its aims and targets;</p> <p>To have overall responsibility for safeguarding;</p> <p>To support parents and children and serve the needs of the local community in line with the vision and strategic plan for the school;</p> <p>To have ambition and seize opportunities for the school to share good practice and expertise, and learn from others beyond its boundaries.</p>
Conditions of Service	Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the FGB.
Special Conditions of Service	<p>Due to 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.</p> <p>As 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 Police regarding any convictions against them and as appropriate, the nature of such convictions.</p>
Equal opportunities	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.

Specific Responsibilities	
Leadership and management of staff and the organisation	<p>Adopt a dynamic, caring and flexible leadership style which will both influence and motivate staff and pupils to achieve their potential;</p> <ul style="list-style-type: none"> ▪ Maintain 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; <p>Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities;</p> <p>Recruit, retain and deploy staff appropriately and manages their workload to achieve the vision and goals of the school;</p> <p>Lead 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;</p> <p>Ensure the school and environment is managed and organised efficiently and effectively to meet the needs of the curriculum and health and safety regulations;</p> <p>Manage the maintenance, repair and improvement of all facilities to ensure safe, clean and welcoming environment for pupils, staff and visitors;</p> <p>Ensure a challenging and clear programme of professional development for all staff.</p>
Learning and Teaching	<p>Ensure a consistent and continuous focus on pupils' achievement, using data and benchmarks to objectively monitor progress of every pupil;</p> <p>Ensure the school continues to develop as a pupil focused community using innovative and creative approaches to meet the needs of all students;</p> <p>Ensure that learning is at the centre of strategic planning and resource management;</p> <p>Ensure exemplary professionalism from all staff;</p> <p>Instil a culture and ethos of high expectations for behaviour and achievement for all pupils;</p> <p>Monitor, evaluate and review classroom practice and develop innovative improvement strategies;</p> <p>Ensure underperformance at all levels is challenged effectively and followed up with effective corrective action</p> <p>Maintain strong working relationships with the community, agencies and other stakeholders, including parents and the FGB</p>
Finance, accountability and governance	<p>Responsibility for overseeing the production of the annual budget and financial strategy for approval by the Governing Board;</p> <p>Effectively manage the application of resources to ensure the school is able to deliver its aims and objectives within the annual budget;</p> <p>Provide a clear and accurate account of school performance to all audiences, including the Governing Board, parents/carers and Ofsted;</p> <p>Ensure compliance with child protection, safeguarding, health and safety and other statutory requirements;</p> <p>Ensure 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;</p> <p>Welcome strong governance and actively supports the Governing Board to understand its role and deliver its functions effectively – in particular its functions to</p>

	set school strategy and hold the Headteacher to account for pupil, staff and financial performance.
Wider stakeholder and community management	<p>Maintain a culture and curriculum which takes account of the richness and diversity of the school community;</p> <p>Maintain and promote effective strategies for challenging all forms of prejudice, harassment, radicalisation and extremism;</p> <p>Promote British values across the curriculum whilst preparing pupils to take an effective part in multi-ethnic and multicultural Britain;</p> <p>Ensure learning experiences for pupils are linked into and integrated with the wider community;</p> <p>Cooperate and work with relevant agencies to protect children;</p> <p>Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;</p> <p>Create and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development;</p> <p>Ensure that the successes of the school are shared with the community to reinforce our position as a school of choice in the local area;</p> <p>Further develop on-site, out of hours care provision in line with parent and carer needs;</p> <p>Ensure the continued development and refurbishment of the school's buildings and external learning areas to ensure the best possible learning environment for pupils and staff.</p>
Safeguarding and Promoting the Welfare of Children	Understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and the safeguarding children and young people.



Person Specification

This document lists the criteria for this post. Applicants are asked to address the criteria in their supporting statement where 'application form' is listed in the "how will this be assessed" column. The first two sections are 'Essential Qualifications and Experience.' These and the other criteria can also be tested as part of the interview/assessment process.

Essential Qualifications	How will this be assessed?
Graduate level qualification or equivalent and QTS.	Application form
Evidence of eligibility to teach and work in the UK	Application form
Evidence of relevant high level professional development.	Application form
Essential Experience	
Experience of leading and developing a team that has delivered continual improvement in teaching and learning in a primary school.	Application form
Successful and substantial senior leadership experience in a primary school working in a diverse community.	Application form
Experience of building and sustaining effective communications and relationships with stakeholders and beyond the school.	Application form
Experience of developing and leading a school's strategic vision.	Application form/Interview process
Professional Knowledge	
Experience of recruitment and personnel issues and appropriate procedures.	Interview process
In depth understanding of the primary and foundation curriculum and assessment at all relevant key stages.	Application form / Task
Experience of managing a range of initiatives.	Application form
Experience of Child Protection issues.	Application form / Task
Experience of working with a Governing Board and understanding of the role of the governing board combined with the ability to develop a strong and effective partnership with governors.	Application form
A thorough knowledge of the school budget setting processes and financial management issues in schools and of managing budgets.	Application form / Interview process / Task
A knowledge of current developments in primary education and the challenges & opportunities these provide.	Application form / Interview process
Professional Skills	
Ability to work as a strong and effective leader through knowledge and understanding of exemplary teaching.	Application form / Interview process

Ability to work successfully within a local community that features levels of deprivation and diverse ethnic backgrounds, including equality and inclusivity.	Application form / Interview process
High level interpersonal and management skills to develop and promote a clear vision based on high standards of discipline and behaviour of our children.	Interview process
Ensure leadership maintains a high standard of behaviour and pupil support.	Application form / Interview process
Commitment to working in partnership with others.	Interview process / Task
Excellent communication and people management skills which are utilised to motivate, influence and involve all stakeholders in the school.	Application form / Interview process
Build the school's improvement plan based on a range of input, including data.	Application form / Interview process / Task
Ability to develop all staff skills and confidence, including leadership.	Application Form / Interview process
Ability to identify and nurture the talents and qualities of all pupils and provide opportunities to develop them further; be a 'pupils' champion' and have high expectations of children to enhance life chances.	Interview process
Good financial and resource management skills.	Interview process
Professional philosophy and commitment	
A commitment to the delivery of a broad and balanced curriculum with good enrichment opportunities.	Interview process
Commitment to engaging parents and the community.	Application form / Interview process
Commitment to partnership working with other schools.	Application form
Commitment to the safety and welfare of all pupils and staff.	Application form / Task
Personal Qualities	
A role model in the school and an ambassador for the school in the wider community.	Interview process
Visionary, inspirational and resourceful.	Interview process
A reflective, self-critical leader who can empathise with others, consultative but decisive.	Interview process



The Application Process

The application process is being conducted by a team at Academicis, an executive search firm based in Cambridge.

If you would like further information, or to arrange a school visit, please contact Richard Lucas at Academicis on:

Switchboard: 01223 907 979

DD: 01223 907 971

Email Richard Lucas' PA Charlotte Adams at cadams@academicis.co.uk

All applications are to be emailed to Charlotte Adams no later than Sunday 16th of September 2018 at 12:00 midnight

Please do not send a CV.

Shortlisting will take place on Wednesday 19th of September 2018

Interviews will be held on Wednesday 26th of September 2018

We reserve the right to research applicants on social media platforms and the internet, and the Governing Body may take this information into consideration during the recruitment process.

