



# Head Teacher Recruitment Pack



**Belvedere**  
Infant and Nursery School  
Reaching Every Child



January 2019

Dear Applicant

Thank you for expressing an interest in applying for the role of Head Teacher at Belvedere Infant and Nursery School.

The Governors and staff are looking to recruit an inspirational, strategic leader, who is enthusiastic about instilling in our children a lifelong love of learning and a passion for doing your best. We are seeking a candidate who has a good work ethic and has high expectations of both themselves and others, to help us reach our goal.

Our School is a successful and popular community school. It is larger than the average infant and nursery school, with three classes in each year group from Reception Year to Year 2. The school also provides part-time provision for three-to-four-year-olds in one morning Nursery class and one afternoon Nursery class. Although we are in an area of high deprivation there is an extensive programme of regeneration being carried out together with new rail links.

Our pupils are delightful and come from a wide variety of backgrounds and cultures with the proportion of pupils from minority ethnic backgrounds being above the national average. The Senior Leaders and Governors are highly ambitious for the school's long-term success and work together to create an inclusive environment where pupils' personal, emotional, social and academic needs are met. We are a very caring and supportive school and are passionately committed to changing life opportunities for the children in our care on our journey towards 'Outstanding'.

In order to better understand our school and goals, I would invite you to view our website, with visits to the school being positively encouraged and welcomed. Should you wish to organise this, or indeed require any further information about our school, please contact our Office Manager, Mrs Williams, on 2028 311 9092.

I would like to once again thank you for your interest in the post and I look forward to receiving your application.

Yours sincerely

Sally Hinkley  
Chair of Governors



# ABOUT THE SCHOOL

**Belvedere Infant & Nursery School is a large, popular and successful community school situated within the borough of Bexley.**

The Senior Leaders and Governors are highly ambitious for the school's long-term success and work together with children, staff and families to create an inclusive environment where pupils' personal, emotional and academic needs are met and children are encouraged to maximise their limitless potential.

We are a caring and supportive school who are committed to and passionate about changing life opportunities for the children in our care on our journey towards 'Outstanding'. We aim to nurture our pupils' individual talents and foster a growth mind-set within the safe and happy environment of our school. We encourage high standards of self-discipline, behaviour and respect whilst providing a rich, broad and balanced curriculum. We embrace diversity and celebrate the varied cultures, backgrounds and ethnicities which make up and enrich our school community.

Our school is well resourced both in and outside of the classrooms. Our fantastic children are well behaved and motivated to learn and we have a wonderful school team who are highly skilled and supportive. We can offer high-quality and tailored opportunities for your continued professional development and have good school improvement, support and networking links with local primary and secondary schools through being partners in the Bexley Educational Improvement Partnership.

## **Our Vision and Values...**

To be uncompromising in our ambition to achieve excellence, by believing that there are no excuses for underperformance, only challenges to overcome.

- To embrace challenges and persist in the face of obstacles, viewing effort and critique as the pathway to mastery.
- To develop a thirst for knowledge and a love for learning through an exciting, engaging, broad, balanced and challenging curriculum that meets the needs of all.
- To ensure that children achieve and maximise their potential by providing an environment where they feel happy, safe and listened to.
- To encourage and model the highest standards of self-discipline, behaviour and respect, fostering the development of children as individuals.
- To work in partnership with parents and the wider community to achieve the highest standards for all.
- To prepare children for present and future challenges, aspiring to achieve and positively contribute to life in modern Britain.

# ABOUT BEXLEY

Bexley lies within the south-east corner of Greater London, with good transport links to central London, Kent countryside and the coast. The borough covers 23 square miles, stretching from the Thames in the north to Kent in the south.

Bexley is made up of different neighbourhoods: Belvedere, Thamesmead, Erith, Slade Green, Welling, Sidcup, Crayford, Fools Cray, Blackfen, Bexleyheath and Bexley, each with its own distinct history and identity.

Although much of the borough is developed, there are also more than 100 parks and open spaces, and some of London's most fascinating heritage at places like Crossness Pumping Station in Thamesmead, Hall Place in Crayford and Danson House near Bexleyheath.

Some 232,000 people live in the borough, 72% of whom are of working age and a sixth are of school age. Unemployment is relatively low, at almost half the London average. However, there are pockets of unemployment in some parts in the north of the borough. These areas, together with some in the south, suffer from comparatively high levels of disadvantage and deprivation

Crime rates in Bexley are low compared to other London boroughs. Bexley was recently recognised as the second safest borough in London in terms of recorded crime

There are currently 30 maintained primary schools in Bexley, 26 Primary Academy schools, 14 Secondary academy schools, 5 special schools, 2 All Phase academy schools and 1 Free School.

Educational attainment at GCSE is above the national average. There is an active and growing voluntary and community sector which is highly valued by local people and there is a strong tradition of successful partnership working.



# ABOUT YOUR APPLICATION

It is important that you complete all sections of the form and that you provide full information in each section. Your application form should be completed in black ink or ball point or be typed to facilitate photocopying. You are asked to tabulate your experience and additionally to submit a letter setting out the main points of your application.

Referees must be able to comment authoritatively on your personal and professional competence and must include your current employers or their authorised representative.

Reference is made on the application form that you must disclose whether you are related to any senior officer in the Borough Council's service, to an elected or co-opted member of the Governing Body. Canvassing for appointment disqualifies.

**The closing date for receipt of applications is noon on Thursday 17<sup>th</sup> January 2019.**

**Interviews are expected to be held on 13<sup>th</sup> and 14<sup>th</sup> of February 2019.**

Please address your application to:

Danielle Reed  
Schools HR, 3<sup>rd</sup> Floor East  
Bexley Civic Offices  
2 Watling Street, Bexleyheath, DA6 7AT

Direct Dial No: 020 3045 5050  
E-mail: [schoolsrecruitment@bexley.gov.uk](mailto:schoolsrecruitment@bexley.gov.uk)

## What will happen if you are offered the post...

If you are offered the post, we will ask for evidence of your identity, your right to work in the UK and your qualifications. We will ask you to complete an application form to obtain a certificate of enhanced disclosure from the Disclosure and Barring Service, unless we have agreed to accept a previous certificate issued and carried out a status check using the DBS Update Service which has confirmed there is no additional information available since the certificate was issued.

We will also check:

- Whether you are barred from working with children in regulated activity. It is a criminal offence for someone who appears on the Children's Barred List to engage, or seek or offer to engage, in the regulated activity from which they are barred;
- As manager of a childcare provision, the school will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009;
- Your qualified Teacher Status (QTS) or your qualified Teacher, Learning and Skills (QTLS) status with the Society for Education & Training, if relevant; and
- That you are medically fit to undertake the role.

## **False Information**

**Please note that providing false information could result in your application being rejected or your dismissal from employment if you are appointed.**

**The matter may also be referred to the police if we consider that you may have committed a criminal offence.**

# JOB DESCRIPTION



Job Title: Head Teacher  
Salary Scale: Salary Leadership Pay Spine L16-L21  
Reports to: The Governing Body

## Main Purpose

The Head Teacher will promote and support the vision and direction of Belvedere Infant & Nursery School by providing the day-to-day leadership that will enable it to build on its recent success and provide high quality education for its children. The Head Teacher is responsible for the leadership and management of the school on a day-to-day basis, will manage the leadership group of the school and is the first point of contact for all external agencies in matters relating to the school. The Head Teacher for Belvedere Infant & Nursery School will be an ambassador for the school and will promote and raise its profile in the wider community.

## Key Responsibilities

The Head Teacher will continue to raise standards of achievement, be responsible for all day- to day management of the children, staff, adult users, resources and building so as to promote and secure the achievement and well-being of all children and adults. The Head Teacher will work with the school leadership team and Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

The Head Teacher will be responsible on a day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Head Teacher will consult and liaise with and work in partnership with the Governing Body. He/ she will consult, as appropriate, with the Directorate of Children and Young People's Services, the Governing Body, the staff of the school, the pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school's success. The Head Teacher has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating his / her responsibility towards them. The Head Teacher will be closely involved with the Governing Body in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

## Vision, Direction and Development

The Head Teacher will:

- Develop and share the vision and direction of Belvedere Infant & Nursery School
- Develop both strategic and operational plans for securing the vision and direction of the school based on wide consultation with the Governing Body
- Work with the leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes
- Work with the leadership team, staff and governors to rigorously evaluate progress towards targets and outcomes
- Ensure that all school policies are regularly reviewed and updated and that staff and governors are involved in this process
- Advise and support staff and governors in policy development and implementation

## Teaching and Learning

The Head Teacher will:

- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at Belvedere Infant & Nursery School
- Ensure that statutory requirements for the National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds
- Give priority to developing high quality teaching and learning across the school
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Ensure that there is an effective system for assessing, recording and reporting of children's progress
- Encourage new developments in the curriculum and capitalise on local and national initiatives
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others
- Implement and keep under review a fair and effective school discipline policy which protects the rights of all users to a safe and harmonious learning / working environment

## Leading and Managing Staff

The Head Teacher will:

- Liaise with the governors in the recruitment and selection of teaching and support staff
- Manage effectively the day-to-day deployment and performance of all staff
- Ensure the requirements of the Performance Management Scheme are carried out effectively across the school
- Support the governors in creating and maintaining good working relationships amongst all members of the school community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, team work and working in partnership
- Develop and strengthen leadership across the school

## Efficient use of resources

The Head Teacher will:

- Work with the Governing body on setting and using the school budgets to deliver a quality education and to meet the objectives of the school development plans
- Manage the agreed budget on a day-to day basis ensuring effective administration and control and value for money
- Monitor the budget and make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- Support the Governing Body in securing additional and sufficient resources for the school.



## Accountability

The Head Teacher will:

- Ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Chair and members of the Governing body as appropriate and build and sustain a positive working relationship
- Provide information and support to the Governing Body and advice based on a well grounded and practical knowledge of the school on a day-to-day basis
- Ensure that the school staff and governors collect and receive and use performance data to support school improvement and raised levels of achievement
- Update the Self Evaluation Form (SEF) for Ofsted and collect evidence to support judgments made in evaluating the school's success
- Keep parents informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning

## Partnership

The Head Teacher will:

- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between Belvedere Infant & Nursery School and the local community
- Develop and encourage an effective partnership with the community of Belvedere Infant & Nursery School drawing upon the strengths and expertise of staff and governors, sharing information and ideas and working collaboratively
- Encourage inter-school links and events of mutual benefit with a range of partner schools in Bexley
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals

# PERSON SPECIFICATION

Job Title: Head Teacher  
Salary Scale: Salary Leadership Pay Spine L16-L21  
Reports to: Governing Body



Your application will be judged on its direct relevance to the following person specification; it will be judged, too, on the quality of its content and on its presentation.

	Measured
<b>Education and Qualifications</b> <ul style="list-style-type: none"><li>▪ Qualified Teacher Status/Degree (E)</li><li>▪ Evidence of CPD (D)</li></ul>	Application Certificates CPD Evaluations
<b>Experience</b> <ul style="list-style-type: none"><li>▪ Experience of working with pupils at Early Years &amp; KS1 (E)</li><li>▪ Experience of successful leadership and management at a senior level in education (E)</li></ul>	Application Interview Process References
<b>Knowledge/Skills/Aptitudes</b> <ul style="list-style-type: none"><li>▪ Able to think strategically and to build and communicate a coherent vision for the school (E)</li><li>▪ Able to inspire, challenge, motivate and empower others to carry the vision forward (E)</li><li>▪ Able to lead by example in promoting the school's vision and values to students, staff, Governors and parents and carers of the school (E)</li><li>▪ Able to access, analyse and interpret information (E)</li><li>▪ Able to initiate and support research and debate on effective learning (E)</li><li>▪ Able to develop strategies for performance improvement (E)</li></ul>	Interview Process References Teaching/Task Presentation

<ul style="list-style-type: none"> <li>▪ Able to foster an open and equitable culture and able to manage conflict (E)</li> <li>▪ Able to develop, empower and support individuals and teams (E)</li> <li>▪ Able to demonstrate a commitment to: <ul style="list-style-type: none"> <li>– raising standards for all in the pursuit of excellence.</li> <li>– continuous learning for the entire school community.</li> <li>– entitlement of all students to effective learning and teaching.</li> <li>– choice and flexibility to meet the personal learning needs of every child (E)</li> </ul> </li> <li>▪ Able to collaborate with others within and beyond the school (E)</li> <li>▪ Able to challenge, influence and motivate others to attain high goals (E)</li> <li>▪ Able to give and receive effective feedback, and able to improve personal performance (E)</li> <li>▪ Able to accept appropriate support from others including colleagues and Governors (E)</li> <li>▪ Experience of dealing with a range of professionals and the public (D)</li> </ul>	
<p>Personal Attributes</p> <ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills (E)</li> <li>▪ Adaptable to changing circumstances and new ideas (E)</li> <li>▪ Approachable, reliable, has presence and enjoys being highly visible to children and parents/carers (E)</li> <li>▪ Self-motivated with good organisational skills and the ability to prioritise workload effectively (E)</li> <li>▪ Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement (E)</li> <li>▪ Values diversity and the unique contribution that every individual makes to the learning community (E)</li> <li>▪ Demonstrates professionalism, loyalty and integrity (E)</li> </ul>	<p>Application Interview Process References</p>

## Securing Accountability

- Able to inspire, challenge, motivate and empower others to carry the vision forward (E)
- Is committed to establishing a collaborative school vision of excellence and equality that sets high standards for every student (E)
- Able to set and achieve ambitious, challenging goals and targets (E)
- Track record of providing inspiration and strong leadership to teaching staff (E)
- Leads by example in promoting the school's vision and values to students, staff, Governors and parents and carers of the school (E)
- Manages the school efficiently and effectively on a day-to-day basis (E)
- Delegates management tasks and monitors their implementation (E)
- Plans appropriately and organises themselves and others (E)
- Makes informed professional, management and organisational decisions (E)
- Thinks creatively to anticipate and solve problems (E)
- Demonstrates political insight and anticipates trends (E)
- Engages the school community in systematic and rigorous self evaluation, and combines the outcomes of this with external evaluations to develop the school (E)
- Collects a rich set of data to understand the school's strengths and weaknesses (E)
- Is committed to working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all students (E)
- Ensure individual, team and whole school accountability for student learning outcomes (E)

Application form  
Interview Process  
References



# KEY INFORMATION

Type of school	Infant
School category	Community
Age range of pupils	3-7
Gender of pupils	Mixed
Number of pupils on the school roll	317
Appropriate authority	The Governing Body
Chair	Sally Hinkley
Head Teacher	TBA
Date of last school inspection	13-14 July 2016
Outcome of last school inspection	Good