



Headteacher Recruitment Pack

March 2019

Believe, Achieve, Succeed



Headteacher: Ann Ellen
Chair of Governors: Munir
Ahmed

Lily Gardens
Alperton
HA0 1DP

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Dear Applicant,

As Chair of the Governing Board, I warmly welcome your interest in the post of Headteacher at our school. We are looking for a dynamic and inspirational leader to build on the considerable successes that the school has made over recent years.

The Governing Board is proud of our staff and students, their achievements and the culture and ethos that makes our school a very special place. At Vicar's Green, children are enthusiastic, motivated and enjoy taking an active role in their learning.

In addition, our staff are dedicated, highly skilled and passionate about the school, the children and are proud to maintain the outstanding reputation that the school has built over several years. In the spirit of our motto '*Believe, Achieve and Succeed*' we support all children to achieve their full potential. We promote high quality learning and teaching and attract talented, committed and conscientious teachers and support staff. The school actively cares for staff wellbeing and encourages their professional development.

In recruiting a new Headteacher we are looking for an individual who will bring new ideas and initiatives to further build on the school's strengths and maintain the very high standards the school has achieved. The successful candidate, supported by an exceptional senior leadership team, will need to provide outstanding leadership skills to steer the school with integrity through changing and challenging times.

I warmly invite you to make a pre-application visit to the school to find out more about the school on either the afternoon of **Monday 25th March 2019**, or on the morning or afternoon of **Thursday 28th March 2019**.

I hope that after looking at the information about Vicar's Green Primary school on the school website you will be inspired to visit the school: <http://www.vicarsgreenprimaryschool.co.uk/> To arrange a visit please call Jeanette Callow on 0208 997 6734.

I look forward to receiving your application by 12 Noon on Thursday the 4th April 2019.

Shortlisting will take place on Friday the 5th April 2019, and interviews for shortlisted candidates will take place on Friday 26th April 2019.

Yours faithfully,

M Ahmad

Councillor Munir Ahmed
Chair of Governors



Vicar's Green Primary School

About The School – March 2019

Vicar's Green Primary School is an outstanding two-form entry school. There are currently 463 pupils on roll, including 48 pupils in the nursery who all attend part time. A high percentage (87%) of pupils are EAL. The school is located on the borders of Ealing and Brent with 50% of pupils coming from each borough. The attendance for the school in 2017/18 was 97.1%. The school is well-resourced and well-financed.

It was last inspected by Ofsted in January 2013 and judged to be 'Outstanding'. The senior leadership team with the support of governors, staff, parents and children have worked hard over time to maintain this status and this is evidenced in the consistent high standards over time. In 2018, the school was 1st in Ealing for KS2 maths tests results and for progress. In reading, it was joint 1st and 5th for progress. The progress scores for reading and maths are well above average.

The school has been through a period of expansion and refurbishment in recent years and the indoor and outdoor facilities are excellent. The Early Years have bright, spacious classrooms and a well-designed outdoor space. There is extensive outdoor space with three playgrounds, playing fields and a MUGA, as well as an amphitheatre, sensory garden, orchard and outdoor classroom. We also benefit from two halls (with integrated lighting and music systems), a music and an art room.

Staff are hard-working and committed to making a difference to each child. The senior and middle leadership team has been stable for a number of years and they are relentless in ensuring pupils are happy, engaged and successful in their learning. All staff work together to secure the best possible outcomes for pupils. The children are exceptionally well behaved, and they enjoy a broad, balanced and creative curriculum which develops their knowledge, skills and confidence.



Employer: Vicar's Green Primary School
Location: Lily Gardens, Alperton, Wembley, Middlesex HA0 1DP
Salary Range: L17 – L25: £66,825 – 79,675 (Inner London) Group 3 School
Contract Type/Term: Full Time / Permanent
Start Date: September 2019

Our highly respected and successful Headteacher is leaving us after outstanding service at the end of this academic year. We are looking for an inspirational leader to build on the school's strengths and to continue the journey of securing the best possible outcomes for all the children at this outstanding school. This is the ideal opportunity for someone who is passionate about improving children's life-chances and who is determined to continue the strong school ethos of inclusion.

In recruiting a new Headteacher, we are looking for an individual who will bring new ideas and initiatives to further build on the schools' strengths and maintain the very high standards the school has achieved. We serve a diverse community in the London Boroughs of Ealing and Brent. Standards are high, pupils are well behaved, and teachers build strong relationships with pupils and parents and we are ambitious for even more!

We are looking for an inspirational Headteacher who:

- Is passionate about making a positive difference to children's lives within a culturally diverse community.
- In the spirit of our motto 'Believe, Achieve and Succeed' will support all children to achieve the best they can and reach their full potential.
- Is an innovative leader; with the ability to motivate and inspire pupils, staff and parents to create an inclusive and aspirational learning culture for all.
- Is ambitious and optimistic for the children, the wider community and our staff, never afraid to set challenging targets and goals.
- Is resilient, adaptable and able to deal with complexity and challenge.
- Is not afraid to make bold decisions, try new approaches and continue to push the boundaries of achievement for the benefit of all children.

We will offer you:

- A well-resourced school with fantastic facilities and extensive outdoor space.
- Happy children who are enthusiastic, motivated and eager to learn
- Supportive, hard-working and friendly staff who are committed to the school's continuous improvement.
- A Governing Board who provide appropriate challenge and support.

Visit the School:

We would strongly encourage you to come and visit our wonderful school. Visits are planned for Monday the 25th March 2019 in the afternoon, or on Thursday the 28th March either in the morning or afternoon. This will be your chance to meet both our fantastic children and staff and to see for yourself our recently refurbished and extended School and grounds. Please contact our Administrative Officer Jeanette Callow on 0208 997 6734 to make an appointment to visit the School.

Vicar's Green Primary School is committed to safeguarding children and the successful applicant will be required to apply for an Enhanced Disclosure from the DBS (Disclosure and Barring Service).

Vicar's Green School is an equal opportunities employer and promotes the elimination of discrimination in employment. If you do have a disability and would need us to make any adjustments, if shortlisted, for you to attend the interview, then please do let us know when you submit your application.

Please complete the application form and send it electronically to Alan O'Neill, Clerk to the Governing Board:

e-mail: aoneil9.307@lgflmail.org

Mobile: 07879 848574

Closing date: Thursday 4th April 2019 at 12 Noon

Shortlisting: Friday 5th April 2019

Interviews: Friday 26th April 2019

Start date: 1st September 2019



Vicar's Green Primary School

Headteacher – Job Description – March 2019

Job Title:	Headteacher
Responsible to:	The Governing Board of the School
Responsible for:	The Headteacher is responsible for the internal organisation, management and control of the school in accordance with the conditions of employment as set out in the current <i>School Teacher's Pay and Conditions document</i> , the <i>National Standards of Excellence for Headteachers</i> and the policies and procedures of the Governing Board.

Main purpose of Role:

The overall purpose of the Headteacher is to provide strong and dynamic leadership for Vicar's Green Primary School to secure its continued success and improvement ensuring high quality education and the best possible outcomes for all of the pupils.

Main Duties and Responsibilities of the Post:

- Provide strategic leadership that continues to deliver high standards of attainment and personal development for all pupils and staff.
- Take the lead role with the Governing Board to ensure that the school's vision is clearly articulated, shared, understood and translated into real and effective action by all.
- Maintain effective relationships with the Governing Board, particularly the Chair of Governors to ensure effective governance of the school.
- Provide strong leadership and embrace opportunities to be entrepreneurial and deliver innovative learning and teaching.
- Maintain a clear strategic vision and outstanding teaching and Learning.
- Maintain a high-performance culture leading to high standards of teaching and learning throughout the school.
- Manage the organisational structure that reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Ensure that all statutory requirements are met e.g. Safeguarding and Health & Safety.
- Maintain the current positive ethos of the school which was developed by the children.

- Maintain effective and positive relationships with stakeholders e.g. staff, parents, carers, Governors, the wider community and other schools to enhance the education of our pupils.
- Provide good budget management and financial planning to ensure effective use of resources.
- Provide timely and accurate Management Information to senior management and the Governing Board.

Learning and Teaching:

- Ensure the provision of a broad and balanced curriculum which is stimulating and challenging, accessible to all pupils.
- Maintain excellent teaching and learning practices based on a clear understanding of how children best learn and the core features of successful classroom practices.
- Continue to provide the highest standards of attainment and progress for all pupils, providing differentiated learning opportunities and strategies to accelerate the progress of all pupils.
- Maintain rigorous and robust systems to monitor the standards of teaching and learning throughout the school.

Leadership and Management:

- Maintain an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Develop talents, coach current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.
- Responsible for managing all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Take the lead role on working with the Governing Board to ensure the school vision, which embraces excellence, high standards and inclusion, is clearly articulated, shared, understood and acted upon effectively by all.
- Maintain leadership capacity and promote a collaborative learning culture and collective responsibility with all staff to enable pupils to achieve their full potential.
- Lead by example, empowering staff at all levels to achieve high performance in their role.
- Ensure all staff have access to high quality professional development and training, which is appropriate to their professional needs, as identified through performance management and the priorities identified in the school improvement plan.
- Monitor, review and evaluate the work and organisation of the school to ensure effective implementation of policy and practice so that all pupils maximise their achievements and resources effectively and obstacles to learning are overcome.
- Be accountable for monitoring finance and resources effectively and ensure they are efficiently linked to the priorities of the school.
- Ensure that all aspects of the extensive safeguarding agenda are fully met and ensure that the welfare of the pupils remains of paramount importance.

Community and Partnership:

- Maintain positive relationships with the whole school community.
- Ensure that children are at the heart of everything that we do.
- Foster partnerships and engage with the community and parents which makes Vicar's Green a focal point within the local community and enhances learning opportunities for the pupils.
- Continue to develop effective partnerships with other schools and agencies in order to share best practice and enhance provision.



Vicar's Green Primary School

Headteacher – Person Specification – March 2019

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. These and the other criteria can also be tested as part of the interview/assessment process.

Your supporting statement should cover the relevant criteria for shortlisting in the person specification. Please read the person specification for further guidance. Please note that you **ONLY** need to address the points from the person specification where 'application form' is listed in the 'how will this be assessed' column. Your supporting statement should be no more than four sides of A4 paper using a font size of no less than Calibri 11 point. Please note CVs will not be accepted.

Essential Qualifications	How will this be assessed?
1. Graduate level qualification or equivalent and QTS.	Application form
2. Evidence of relevant high-level professional development.	Application form
Essential Experience	
3. Experience of leading and developing a team that has delivered continual improvement in teaching and learning in primary settings.	Application form
4. Successful and substantial senior leadership experience in a primary school.	Application form
5. Experience of building and sustaining effective communications and relationships with stakeholders.	Application form/ Interview process
6. A broad range of teaching experience.	Application form
7. Experience of developing and leading a school's strategic vision.	Application form/ Interview process
Knowledge, Skills and Experience	
8. Experience of recruitment, people management and dealing with employee relations issues.	Application form/ Interview process
9. Experience of implementing a new initiative that has led to an improvement.	Application form/ Interview process
10. Knowledge and experience of dealing with Child Protection and Safeguarding issues.	Application form/ interview process

11. Experience of working with a Governing Board and an understanding of the role of the governing board combined with the ability to develop a strong and effective partnership with governors.	Application form
12. A thorough knowledge of the school budget setting process and financial management issues	Interview process
13. A knowledge and understanding of current and future developments in EYFS, KS1 and KS2 and the challenges & opportunities these provide.	Interview process
14. Experience of implementing a strategic school improvement plan with visible impact on raising pupil achievement.	Interview process
15. A well informed understanding of what outstanding teaching and learning in a primary school looks like in practice.	Application form/ Interview process
16. Knowledge, experience and evidence of activities which are successful at closing the gap for disadvantaged and underachieving pupils.	Application form/ Interview process.
17. Commitment to the promotion of equality of access, inclusion, diversity and opportunity for both staff and children.	Interview process
18. Experience of analysing and utilising pupil data and other performance measures to improve pupil attainment and progress.	Interview process
Personal Skills and Attributes	
19. Ability to work as a strong and effective leader.	Interview process
20. Ability to work successfully within a local community that features levels of deprivation and diverse ethnic backgrounds, including equality and inclusivity.	Interview process
21. High level interpersonal and management skills to maintain high standards of behaviour of our children.	Interview process
22. Commitment to working in partnership with all stakeholders.	Application form
23. Excellent communication and people management skills which are utilised to motivate, influence and involve all stakeholders in the school.	Application form/ Interview process
24. Ability to identify and nurture the talents and qualities of all pupils and provide opportunities to develop them further.	Interview process
25. Commitment to the safety and welfare of all pupils and staff.	Application form
26. A visible role model in the school and an ambassador for the school in the wider community.	Interview process
27. A reflective leader who can empathise with others in a consultative and decisive way.	Interview process