



Edmund Waller
Primary School

HEADTEACHER

Candidate Information



Welcome from the Chair of Governors

Thank you for your interest in the role of Headteacher at Edmund Waller Primary School. Our current Headteacher is retiring at the end of the Summer Term after a long career, having led us for the past seven years. Her success, of which we are very proud, now offers us the opportunity to build on a very strong foundation and go forward into an exciting future. We are looking for an exceptional, inspiring and experienced individual, who will take pride and pleasure in leading our lovely school from good to exceptional.

We are proud to be a caring, inclusive school, very much at the heart of our community and well-known for its creative ethos. Our pupils represent the full diversity of this vibrant area of London.

We are a larger than average maintained two-form entry school and nursery with 434 children currently on roll, about a third of whom have English as a second language. About a quarter are eligible for Pupil Premium. Our staff team is highly engaged, dedicated and secure, supported and developed through a rolling CPD programme.

Staff, parents and governors work together to enable all children at Edmund Waller to become happy and successful lifelong learners. Our school is a safe and inspiring environment with high expectations for behaviour for learning, progress, and attainment. Confidence and curiosity are fostered in a broad, creative and exciting curriculum.

Our challenge is to constantly improve through reflective practice and innovation.

We would like to invite you to visit our school. Please contact **Ross Laird** at **Academicis** on **01223 907 979**, **07901 585 959** or via email at **rlaird@academicis.co.uk** to have a confidential conversation.

Kate Franklin
Chair of Governors

Lewisham Council is committed to equal opportunities both in the provision of services and as an employer. The seriousness of this commitment is reflected in the Council adopting equal opportunities as one of its core values.

About Edmund Waller

Overview

Edmund Waller is a vibrant primary school in inner London. Our community school has been at the heart of the Telegraph Hill area of New Cross (Lewisham) for over a hundred years. It is conveniently located for public transport within Zone 2.

We currently have 415 children in the main school, organised over 16 classes, with an additional 19 in the nursery. We are fortunate to enjoy a larger than average site, with lots of outside space for our children to use for learning and play. The classrooms of our Victorian buildings are large and bright.

Our pupils represent the full diversity of this area of London. Around 60% of our children come from ethnic minority backgrounds and around a third speak English as an additional language. Around a fifth of our children are eligible for Pupil Premium. Around an eighth of our children are identified as having special educational needs and/or disabilities.

Mission

Our mission is to ensure that all children experience a high-quality education, with breadth and depth, in an environment where they all feel safe and happy, so that they excel regardless of any barriers they may face.

Our Vision

To be a community that balances creativity, confidence, success and achievement, where teachers and children are fully engaged, where children succeed, are not afraid to make mistakes, and where everyone takes part and does their best.

Our Values and Focus

Our children learn from a dedicated, experienced and dynamic staff team, who promote the ideals of independence, responsibility and determination, alongside kindness and care, so that they can become happy and successful lifelong learners.

The children work hard within the context of a motivating topic-based bespoke curriculum, developing an appreciation of how learning is an investment in their future life choices. We encourage our children to celebrate their many achievements and to take responsibility for their own learning. We provide stimulating and creative learning experiences tailored for individual needs.

Breadth and Depth

We work tirelessly to maintain and further develop a broad learning experience for our children. We have a full-time music teacher who co-ordinates varied music and creative learning for all year groups. We use initiatives such as Shakespeare in Schools extensively as part of our focus on making learning immersive, experiential and memorable; never more so than on regular educational visits and memorable events, which are carefully planned to enrich and enhance the curriculum. Each term parents and carers are invited into school to see their children celebrate and reflect upon what they have learnt.

Extra Curricular

Most children choose to participate in the diverse and exciting extra-curricular activities (such as playing in our orchestra, learning one of the many languages on offer, or taking part in our highly successful girls' and boys' football teams).

The Edmund Waller Community

We are fortunate to benefit from a supportive and loyal parent community, who offer their energy, time and expertise in order to enrich the children's experience at our school. Examples include our unique orchestra of 60+ children, which is led and supported by professional musician-parents.

We have an active and forward-thinking PTA, which plays an important role in community building, fundraising and celebrating diversity. Every year we have a lively roster of PTA-organised events.





Parents say...

"Great school that benefits from thoughtful, intelligent leadership. Our kids get great care, and amazing extra-curricular support – from football to orchestra."

"A true community school!"

"So proud that my kids go to this school, really friendly place. They learn through stimulation not forced learning."

"My son is always happy to go to school."

Children say...

"I love going to school."

"I love maths."

"My teachers are very kind."

"In Year 6 we have so many opportunities, and our opinions really matter when our teachers make decisions so we feel noticed."

"I'm always learning and it's really personal so I feel like I really matter."

"We learn in a fun way."

"When we burnt down our houses we got to see what [the Great Fire of London] was really like."

"My teacher makes me laugh, and maths and art are my favourite." – Year 2 pupil

"I will be so sad to leave Edmund Waller, it's been a happy time for me." – Year 6 pupil

Staff say...

"Our children have a lust for life! They are encouraged to explore and question, think and challenge and enjoy a curriculum that is far more than just the 3Rs."

"As a newcomer, I've felt so welcome here. The atmosphere is lovely. All my colleagues are happy, focused and calm."

"We have an incredible mix of pupils and staff from many different nationalities (speaking over 40 different languages) with a good balance of families from different socio-economic classes. This diversity is an incredible resource and strength."

"We must strive to maintain the school's emphasis on a broad and varied curriculum; the topic-themed approach, educational visits, excellent music provision and sporting opportunities."

"The school is a treasure box of learning, which gives our children a set of experiences that is both far-ranging and constantly changing."

"The staff work extremely hard to create an environment where risks can be taken, mistakes can be made and genuine learning uncovered."

"Our environment is outstanding. Climbing frames, football cages, established trees, vegetable beds and a real feeling of space ... the school is a sanctuary amongst the bustle of city life."





Staff say...

"Management of the school is outstanding and relentlessly focused ... teachers are well directed and children make excellent progress."

"The children are kind, eager to please and hard working."

"The staff is driven and caring, with many staff members willing to go above and beyond their job description."

"The staff are very welcoming and friendly – an amazing group of people to work with."

"This place has a family feel, it's my home from home."

"The children here are different from other schools I work with, more confident and questioning. If I had children I would definitely want them to come to this school."

Ofsted

Our last Ofsted (2018) concluded that the school provides "a rich education that aims to engage the imagination and allow for individuality and creativity."

"Pupils work and engage with each other well within lessons and in the lunch halls and outside spaces. Pupils are consistently polite and are eager to be successful in their work. They talk confidently about their learning and work well together to achieve the tasks their teachers set them." – Ofsted (2013)

Governors

Edmund Waller has an engaged, skilled and experienced Governing Body, made up of 12 members including staff, parents, local authority and co-opted governors. We offer experience in finance, education and curriculum development, governance, leadership development and HR. We are committed to supporting the success and well-being of all our staff. Together with the local authority, we will support the new Headteacher to ensure a smooth transition.



HEADTEACHER – Job Description

Headteacher – Group 3 range L22-L24a (£76,617-£79,280)

with an additional annual allowance of up to £10,000 depending on skills and experience

The Headteacher is accountable to the Governors as the principal professional of the school. The Headteacher is responsible for the leadership, management and day to day running of the school.

This job description should be read alongside the range of duties and responsibilities of Headteachers as set out in the annual Teachers Pay and Conditions document and the National Standards for Headteachers.

Purpose

- Provide professional leadership for Edmund Waller School, promoting the highest possible standards in order to maximise the levels of attainment for all pupils in a caring environment.
- Create, implement, maintain and evaluate a strategic improvement plan with the full involvement of staff and governors, underpinned by sound financial planning and management.
- Agree a shared vision and ethos and major objectives for the school with the Governing Body and ensure that this is clearly articulated, understood and acted upon by all members of the school community.
- Review annually the professional development of all staff at the school and report progress and actions to the Governing Body.
- Demonstrate effective communication, orally and in writing, to a range of audiences.
- Lead, consult on, and monitor the development of all school policies and practice to define the work and organisation of the school.
- Manage the school environment effectively and efficiently, ensuring that it meets both curricular and health and safety requirements, and is maintained and enhanced, as resources allow, as an important part of the school's overall offer and experience.
- Develop and maintain a broad range of extra-curricular activities across the school, to support diversity, inclusion, and challenge to children.
- Actively promote and celebrate the positive benefits of living within a culturally and ethnically diverse society.

Leadership and Management

- Challenge and provide inspiration, motivation, vision and purpose to staff, pupils, governors, parents and carers.
- Lead by example, value and inspire the staff, and create a shared commitment and responsibility for the school through collaborative teamwork, distributed leadership and professional reflection, which positively embraces change and progression.
- Manage and monitor finance and resources effectively and ensure they are efficiently linked to school priorities.
- Develop and maintain effective strategies and procedures for recruitment, induction, professional development, performance review and retention of staff.
- Establish rigorous, fair and transparent systems and measures for performance management of all staff, valuing excellent practice, addressing any under-performance, and supporting staff to improve.





Pupils

- Ensure the highest standards of achievement for pupils across the full range of abilities and needs via high expectations and a curriculum designed to support, challenge and stimulate.
- Promote the need for personalised learning, equipping pupils to take responsibility for learning independently.
- Promote positive and responsible pupil behaviour based on expectations of mutual respect.
- Identify, and provide for, the specific needs of all pupils, including disadvantaged pupils, taking account of current legislation (including the SEN and Disability Code of Practice 2013 and the Equalities Act 2010) so that all staff and the Governing Body are able to carry out their responsibilities.
- Ensure that all pupils receive equal access to high quality, creative education, which encourages and challenges them to develop an ongoing love of learning.

Teaching and Learning

- Demonstrate and articulate high expectations and set stretching and challenging targets for all staff and pupils.
- Inspire and support every member of staff to deliver quality first teaching for every pupil.

- Promote and facilitate teamwork amongst staff, pupils and parents, including the sharing of effective classroom practice.
- Monitor, evaluate and develop the standards of teaching and learning.
- Maintain and develop effective systems of planning, assessment and record keeping in order to track and improve outcomes for all pupils, to ensure high standards and optimum achievement for each pupil, addressing any barriers to learning that the children may have.
- Create a culture of reflection and continuous improvement and development for every child and adult.
- Lead, develop, monitor and evaluate the curriculum to ensure a creative, broad and relevant approach for every child that stimulates enjoyment and commitment to learning.
- Actively engage with other schools, to support joint learning and to secure appropriate and effective use of resources.
- Ensure that learning is linked to the wider community to prepare children to be active and engaged citizens of society.





Developing Self and Working with Others

- Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of Headteacher performance.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Treat people with fairness, dignity and respect, to maintain a positive and inclusive culture.
- Develop and maintain effective partnerships with other primary and secondary schools, the local authority and other agencies and sources of good practice, to further pupil welfare and achievement.

Accountability

The Headteacher will be accountable for the efficiency, overall performance, culture and effectiveness of the school to the Governing Body; and to pupils, parents, staff, the Local Authority and the wider local community where appropriate.

The Headteacher will:

- Ensure individual staff roles and responsibilities are clearly defined and agreed and are subject to rigorous appraisal, review and evaluation.
- Promote a culture of self-evaluation and reflection amongst the whole school staff so that they feel accountable and engaged in the performance of the school.
- Provide accurate, timely and appropriate accounts of the school's performance and progress to a range of audiences, to enable

them to undertake their role effectively. This will include the Governing Body, parents, local authority, and Ofsted.

- Maintain and further develop effective systems for communicating with pupils, parents, staff and governors, to create a culture of clear expectations, openness and transparency.
- Ensure all legal requirements for health and safety, maintenance and financial management are fulfilled, including risk assessment.
- Consult regularly with the Governing Body and provide all necessary information in good time.
- Advise and assist Governors so that they fulfill their responsibility for raising standards of educational achievement in an effective and efficient school.
- Ensure the timely implementation of the decisions of the Governing Body.

Equal Opportunities

The Headteacher will be responsible for implementing the Governing Body's policy on Equal Opportunities and inclusion for all staff and pupils.

The Headteacher will:

- Ensure that equality of opportunity is placed at the heart of all school activities and that any barriers to educational achievement are identified and addressed.
- Ensure equality of opportunity in the appointment and promotion of all staff.
- Maintain and promote active strategies, which value the diversity of the school community and ensure the provision of equal opportunity and fair treatment, regardless of social advantage or disadvantage, race, disability, religion, gender or sexual orientation.

Safeguarding and Promoting the Welfare of Children

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The Headteacher will:

- Provide a calm, safe and well-ordered learning environment, where all pupils can achieve well and feel safe and where staff and pupils are focused on safeguarding.
- Ensure that all statutory and advisory duties regarding safeguarding and child protection are in place and robustly monitored.



Person Specification

Job Title: **Headteacher**

Accountable to: **The Governing Body**

The following outlines the key skills and experiences required for this position. The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment

	Requirements	Form of Assessment	
		Application/ Statement	Assessment/ Interview
	Qualifications		
1.	Degree and qualified teacher status	X	
2.	NPQH or other relevant professional qualification (desirable)	X	
3.	Proven commitment to professional development in leadership and management	X	
	Experience		
4.	Senior leadership experience as an existing Headteacher or as an exceptional Senior Leader, and experience of teaching across the primary curriculum	X	
5.	Proven track record of leading school improvement and raising standards	X	X
6.	Experience of applying up to date knowledge of safeguarding children	X	X
7.	Experience of, and commitment to, working closely and collaboratively with the Governing Body to develop and implement a shared vision	X	
	Qualities, Skills & Knowledge		
8.	A positive and resilient individual, who can work under pressure – both educational and financial, with drive, vision and integrity		X
9.	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	X	X
10.	Is passionate about quality first teaching, ensuring that a clear and rigorous system is in place for self-evaluation, actions for improvement, and monitoring of all staff	X	X
11.	Is committed to providing an engaging, rigorous, broad and relevant curriculum and a stimulating and successful extra-curricular activities programme	X	
12.	Can use, analyse and monitor pupil assessment data, benchmarks and feedback to identify needs and trends, in order to promote an appropriate level of challenge to all pupils and can ensure whole-school accountability for pupil outcomes	X	X
13.	Has a well-informed commitment to inclusivity and knows how to ensure that the needs of all learners are met	X	X
14.	Understands the importance of, and has experience of, implementing strategies for behaviour for learning		X
	Leadership Capability		
15.	Can lead change - able to collaboratively set an ambitious vision and inspire others to bring it to life		X
16.	Can motivate and inspire all stakeholders – pupils, staff, parents/carers and governors – to commit fully and engage with the school to enhance pupils' learning and development	X	X
17.	Can provide leadership to all staff that is positive and motivational, and also courageous and consistent	X	X
18.	Can identify excellent teaching practice and provide effective feedback to bring out the best in teaching staff		X
19.	Understands the relationship between performance management, continuous professional development (CPD) and sustained school improvement	X	X
20.	Can lead rigorous, fair and transparent systems and measures for managing the performance of all staff with positivity and courage	X	X
21.	Has experience of working successfully with external organisations, both educational and community based	X	X
22.	Is approachable and can communicate and influence effectively, verbally and in writing, with all members of the school community and outside agencies		X
23.	Has been actively involved in developing and implementing ambitious targets and goals across the whole school, identifying priorities and evaluating impact	X	X
24.	Can set clear standards for behaviour, and motivate and inspire pupils, staff, parents and carers, and governors, to be their best		X
25.	Has a well-informed passion for diversity and inclusion, and experience in bringing that to life in the context of school leadership	X	X



How to apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant **Ross Laird** at **Academicis**:

Rlaird@academicis.co.uk or call him on 01223 907979.

In addition, you will need to submit a Supporting Statement, setting out the relevant experience, skills and competencies you will bring to the role and your vision for Edmund Waller Primary School.

Please email your application to: **rlaird@academicis.co.uk**

Closing date: Monday 25th November

Interview dates: Wednesday 4th/Thursday 5th December

We look forward to hearing from you!

Edmund Waller Primary School
Waller Road, New Cross, London SE14 5LY

