



Headteacher Recruitment

JANUARY 2020

JOHN PERRYN PRIMARY SCHOOL



JOHN PERRYN PRIMARY SCHOOL

Long Drive, Acton, London W3 7PD

Telephone: 020 8743 5648

E-mail: admin@johnperryn.ealing.sch.uk

Head Teacher: Mr Dominic Hughes

Website www.johnperryn.ealing.sch.uk

Dear Applicant,

Thank you for your interest in becoming our new Substantive Headteacher at John Perryn Primary School.

Our current Headteacher is an Interim whose contract ends on 31 August 2020. Before we appointed our Interim Headteacher we were very fortunate to have had a passionate and greatly loved Headteacher who sadly had to stand aside due to ill health.

The philosophy that underpins school is what we are proud to call 'The John Perryn Way'. It is rights respecting that also emphasizes responsibilities to others. It can be summed up by the phrase 'do as you would be done by'. This permeates the entire school from staff to nursery infants. The school also takes great pride in its safeguarding.

We are seeking a strong and passionate Headteacher who will move the school from 'good with outstanding features' to 'outstanding' Ofsted (June 2017). They will need to very much be a people person who is empathetic, visionary, enthusiastic and inspirational.

Our school serves a diverse and, in some parts, socio-economically challenged part of West London. The school has approximately 380 on the roll, including a nursery. It is two form entry. A significant proportion of the pupils are pupil premium.

The school is a key part of the community in the East Acton area. It is a relatively new build and won prizes for its design but there has been a school on the site since the early 1930s when the main local estate was in its relative infancy.

The school has a reputation for being friendly, caring and passionate about its commitment to children's learning. We need a leader with a proven track record of delivering high standards of teaching and learning and who is willing to work with all staff, parents and Governing Body in order to give the best possible life chances to our children.

Visits to the school are welcomed and advised. We have set aside Friday 7th February 2020 and Tuesday 11th February 2020 for visits. To book an appointment please contact Mrs. Cristina Inacio, Administrator / Admissions Officer, on 020 8743 5648. If these dates are not convenient please do call Mrs Inacio to see if an alternative can be arranged. If you cannot get through as the office is often very busy either text or email me on 07855 462788 or andrew.macdonald@mail.com.

Further information about our school is available on our school website:
https://www.johnperryn.ealing.sch.uk

All applications should be sent by email to Anne Quish (HR team at Ealing) by the closing date of 12 Noon on 24th February 2020. The email details for Anne and the HR team are on the application form.

A reminder that applications will be shortlisted on 28 February 2020 and we plan our interviews and assessment to take place on 6 March 2020.

Thank you once again for your interest in this position and we look forward to receiving your application.

Yours with best wishes

Andrew Macdonald
Chair of Governors



Headteacher – Job Description

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 School Teacher's Pay and Conditions document, the National Standards of Excellence for Headteachers and the policies and procedures of the Governing Board.

The appointment is subject to the current conditions of employment of Headteachers, as set out in the documents referred to above as well as other current and future educational and employment legislation. In carrying out his/her duties, the Headteacher shall consult, where appropriate, with the Local Authority, the governing board, the staff of the school, its pupils and the parents of its pupils.

Main purpose of Role:

The overall purpose of the Headteacher is to provide strong and dynamic leadership for John Perryn Primary School to secure its continued success and improvement ensuring high quality education and the best possible outcomes for all 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 a high-performance culture which leads to a highly effective Quality of Education 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.
- Develop and 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.
- Build a safe and effective learning environment focused on safeguarding pupils.
- Ensure equality of access to the whole curriculum for all pupils, including providing differentiated learning opportunities and strategies to support pupils with additional needs.
- Establish and maintain effective systems of managing, analysing and using data and other evidence to ensure individual pupil aims and progress are achieved.
- Ensure policies and practice promote high standards of pupil behaviour and welfare for pupils

Leadership and Management:

- Embody and promote 'The John Perry Way' to help children to achieve their full potential.
- 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.
- Ensure that staff workload is manageable and work life balance is enhanced.
- 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 John Perryn 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.
- Develop positive relationships with and provide learning opportunities for parents and carers to ensure that learning is valued and supported at home
- Work in effective partnership with the Governing Board as it fulfils its governance responsibilities.
- Act as an advocate of and ambassador for the school, actively participating in all aspects of school life.

John Perryn 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).

John Perryn Primary 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.

The applicant will be required to safeguard and promote the welfare of children.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Headteachers.



Headteacher – Person Specification

This document lists the criteria we will use to appoint to 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.

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 Arial 11 point. Please note CVs will not be accepted.

| Qualifications | How will this be assessed? |
|--|-------------------------------------|
| 1. Graduate level qualification or equivalent and QTS. | Application form |
| 2. Evidence of relevant high-level professional development including relevant safeguarding and leadership training | Application form |
| 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 demonstrating a commitment to the safety and welfare of all pupils and staff. | 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 |



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|--|-------------------------------------|
| 12. A thorough knowledge of the school budget setting process and financial management issues | Interview process |
| 13. A knowledge and understanding of the new inspection framework, including 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, closing gaps and improving the quality of provision | Interview process |
| 15. Commitment to the promotion of equality of access, inclusion, diversity and opportunity for both staff and children. | Interview process |
| 16. Experience of analysing and utilising pupil data and other performance measures to improve pupil attainment and progress. | Interview process |
| Personal Skills and Attributes | |
| 17. Ability to work as an effective and reflective leader, who can empathise with others in a consultative and decisive way. | Interview process |
| 18. A visible role model in the school and an ambassador for the school in the wider community that features levels of deprivation and diverse ethnic backgrounds, including equality and inclusivity. | Interview process |
| 19. High level interpersonal and management skills | Interview process |
| 20. Excellent communication and people management skills which are utilised to motivate, influence, involve and work in partnership with all stakeholders in the school. | Application form/ Interview process |
| 21. Ability to identify and nurture the talents and qualities of all pupils and provide opportunities to develop them further including maintaining high standards of behaviour. | Interview process |



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| Position: | Headteacher |
| Employer: | John Perryn Primary School |
| Location: | Acton |
| Salary: | L22 £76,618 – L30 £91,522 (starting salary based on experience) |
| Contract type: | Full time and permanent |
| Closing date: | 24 th February 2020, 12 Noon |
| Shortlisting: | 28 th February 2020 |
| Interview date: | 6 th March 2020 |
| Start Date: | September 2020 or earlier if possible |



John Perryn Primary School is a diverse two-form primary school in East Acton with a supportive community in which everyone is valued as an equal. Our motto is to 'aim high to achieve success in all that we do' because we want our pupils to excel academically, socially and wherever their talents lie, gaining confidence and showing care and consideration for others and for the world they live in.

'The John Perryn Way' is the golden thread that runs through the school, binding a very diverse community of children and families together. Its ethos of good manners, excellent behaviour and respect for all has created a calm, purposeful and harmonious environment in which children learn and thrive and where staff enjoy working.

In the words of Jesse Jackson we are inspired by the fact that we and our children "came here on different ships but we're in the same boat now", and are proud of our leading role in building collaboration and the Ealing Learning Partnership. We are conscious of our challenges including our ward having the highest child poverty in the Borough but the John Perryn approach is and must be to meet those challenges by giving inspiration to overcome obstacles.

We are looking for an inspirational leader to build on our many strengths and to continue our success securing the best possible outcomes for all our children.

The successful candidate will:

- demonstrate skills of diplomacy and tact to operate within our diverse community
- have a passion for education and making a difference to children's lives
- have the ability to lead and shape the vision of the School
- have excellent communication skills and the ability to celebrate and promote high quality teaching and learning
- have a positive and optimistic approach; proactive and confident
- be a strong team player and leader, building strong relationships and working effectively with parents and the wider community
- demonstrate a real interest in educational issues and provide an innovative and creative approach as headteacher

We can offer you:

- an able, supportive and highly committed staff who are dedicated to the school's continuing improvement and development
- a supportive Governing Body who are keen to see the school, children and staff develop and prosper
- confident and skillful children who are eager to learn and well behaved
- a strong relationship with the Ealing Learning Partnership and the opportunity to engage in peer review with fellow local headteachers

Please take a look at the school website www.johnperryn.ealing.sch.uk for further information about our thriving school.

Visits to the school are welcomed and advised. We have set aside Friday 7th February 2020 and Tuesday 11th February 2020 for visits. To book an appointment please contact Mrs. Cristina Inacio, Administrator / Admissions Officer, on 020 8743 5648. If these dates are not convenient please do call Mrs Inacio to see if an alternative can be arranged.



John Perryn Primary School is committed to safeguarding children and the successful applicant will be required to apply for a disclosure and barring certificate from the DBS. Further information can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

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