



Application Pack for Headteacher

Whitchurch Primary School and Nursery



Learners
today,
leaders
tomorrow



Headteacher: Mr Joseph Pine
Telephone: 020 8951 5380
Office Email: office@whitchurchprimary.harrow.sch.uk
Whitchurch Primary School and Nursery
Wemborough Road, Stanmore, Middlesex, HA7 2EQ

www.whitchurchprimary.harrow.sch.uk

learners
today,
leaders
tomorrow

*"Pupils really enjoy coming to school. They are kind to one another and keen to learn.
Pupils bring the school's values to life through their actions."*
Ofsted, September 2023

Dear Prospective Candidates

Thank you for showing an interest in the post of Headteacher at Whitchurch Primary School & Nursery. Whitchurch is a diverse and inclusive school situated in Stanmore. Our children are at the heart of everything we do, they are engaging, energetic and keen to learn. We are proud of the diversity in our school community and we celebrate the different cultures of our pupils, families and staff.

The school is in an excellent position facing the future ahead. We are very well resourced with a healthy budget, the building is in excellent condition and situated in well-landscaped grounds. We have exceptional children who are keen and ready to embrace learning and highly supportive parents. This is a fantastic opportunity to lead a team of creative, dedicated and enthusiastic professionals who are committed to maintaining the highest standards of teaching and learning.

I hope the information in our pack gives you a good sense of Whitchurch but the best way to experience it is to visit us and meet our staff and children. If our ethos resonates with you, I would very much look forward to welcoming you to the school. Please feel free to contact the Clerk to the Governing Body, Deepti via email, clerk@whitchurchprimary.harrow.sch.uk to arrange an informal chat about the role and arrange a visit.

Yours sincerely,

Peter Tenconi
Chair of Governors

Our Core Values

Respect, Responsibility, Resilience, Honesty, Generosity, Aspiration

Headteacher Advert

Whitchurch Primary School and Nursery are seeking to appoint a highly motivated, dedicated and inspirational new Headteacher with a vision for excellence and innovation. This is a fantastic opportunity for an existing Headteacher or a highly experienced Deputy Head to join our school.

Whitchurch Primary School and Nursery is a popular four form entry school, maintaining its Good Ofsted rating following an inspection in September 2023. It has a happy and welcoming environment where children are placed at the heart of everything.

This ethos underpins our vision to enable each individual, regardless of ability to achieve their full potential, to prepare for future life, to develop a thirst for life-long learning and to become good citizens equipped for the challenges of the 21st Century. Our children move on from us as confident, caring and responsible citizens with a love of learning and a high level of skills.

We offer:

- An exciting opportunity to lead a vibrant, modern and well equipped primary school.
- A single-story site with beautiful, landscaped school grounds
- Creative, inquisitive and well-behaved children who love learning
- A talented staff who are committed to providing a nurturing and enriching primary school experience for everychild.
- Governors who are dedicated to working with school leaders to move the school forward.

You will bring:

- Passion and creativity to drive innovation whilst building on past successes
- A visible, measured and collaborative approach to leadership, willing to guide and motivate success, encourage, but be prepared to make tough decisions when needed but also ensuring the well-being of the team.
- Passion about achievement for all learners, ensuring that the full curriculum is used to challenge our children so they achieve their full potential
- Confidence in working effectively with governors and parents and being a pivotal part of the school community
- Inspiration and ambition for the future growth of our school, using the potential of staff at all levels
- Commitment to our vision and ethos with the energy and ambition to move our school forward to the next stage of its development

If you are someone who feels they can both embrace the strengths of our past successes and also rise to the challenges of the future, we would very much like to hear from you. Feel free to arrange an informal conversation or tour of the School with the Chair of the Governing Body, Peter Tenconi, by emailing the Clerk at clerk@whitchurchprimary.harrow.sch.uk

Please take the opportunity to visit the vacancies page of our school website (Our School > Vacancies) where an information pack and application form can also be downloaded. Completed application packs should be emailed to the Clerk of Governors, Deepti Bal at clerk@whitchurchprimary.harrow.sch.uk

Closing date: noon, Monday 11th March 2024

Shortlisting: Tuesday 12th March 2024

Interviews: 18th & 19th March 2024

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The appointment is subject to safer recruitment procedures, including but not limited to an enhanced Disclosure and Barring Check, satisfactory references, medical clearances, evidence of essential qualifications relevant to the post and proof of the right to work in the UK and to undertake the job offered in accordance with the Asylum and Immigration Act 1996. We are an equal opportunities employer.

Vision and Values

Our Vision:

The Whitchurch family rests at the very heart of everything we do, celebrating our uniqueness and building on our community's strength. We support our children to become confident, resilient and socially responsible global citizens who set and achieve the highest standards for themselves. We work in partnership with the whole community, respecting and responding to its voice and valuing its diversity. Our school provides a broad and rich curriculum that engages each and every child to know more, remember more and aspire for more.

Our Mission:

During every Whitchurch school day:

- children thrive with our broad and rich curriculum that inspires and motivates a love of lifelong learning and achievements.
- we plan stimulating learning experiences, inside and outside of school, where children practise, develop and apply new skills, knowledge and understanding.
- children build values that will help support their confidence and their resilience in life beyond the school gate.
- our whole community is happy, safe, secure and supported in learning together.
- the school community celebrates the importance of its cultural diversity, learning from one another in order to grow and develop together.

School Context

Ofsted Grade: Good	Ofsted (Sept 2023)
---------------------------	---------------------------

School	Maintained Community
Age Range	3-11
PAN	120
Number on Roll	860
SEND with EHCP	17 (2%)
EAL	67%
FSM	9%
Looked After Children (LAC)	3
Current attendance	95.4%

	National			Harrow			Whitchurch		
EYFS GLD	65%			70%			75%		
Phonics (Yr1)	76%			80%			84%		
	R	W	M	R	W	M	R	W	M
Year 2 SATS (Exp)	67%	58%	68%	70%	61%	72%	69%	58%	69%
Year 6 SATS (Exp)	74%	69%	71%	80%	75%	79%	81%	54%	80%

Job Description

Job Details: Headteacher

Salary: Group 5 - Leadership Scale 25-31 (£88,890 - £101,350)

Contract type: Permanent, Full time

1. Main purpose

The Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the Governing Body, and through consultation with the school community;
- Establish and oversee systems, processes and policies so the school can operate effectively;
- Identify problems and barriers to School effectiveness, and develop strategies for school improvement that are challenging but realistic, timely and suited to the school's context;
- Make sure these School improvement strategies are effectively implemented;
- Monitor progress towards achieving the school's aims and objectives;
- Allocate financial resources appropriately, efficiently and effectively.

2. Qualities

The Headteacher will:

- Be a motivated and passionate leader with an enthusiasm for and love of education, and helping all children achieve their full potential;
- Uphold public trust in School leadership and maintain high standards of ethics, behaviour and professional conduct;
- Build positive and respectful relationships across the school community, drawing from its richness and diversity to develop a vibrant school life;
- Be innovative, willing to try new ideas and motivate staff;
- Serve in the best interests of the school's pupils.

3. Duties and responsibilities

3.1 School culture and behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life;
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life;
- Ensure a culture of staff professionalism;
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school;
- Use consistent and fair approaches to managing behaviour, in line with the School's behaviour policy.

3.2 Teaching, curriculum and assessment

The Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence;
- Ensure teaching is underpinned by subject expertise;
- Effectively use formative assessment to inform strategy and decisions;
- Ensure the teaching of a broad, structured and coherent curriculum;
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities;
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.

3.3 Additional and special educational needs and disabilities (SEND)

The Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum;
- Have ambitious expectations for all pupils with SEN and disabilities;
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate;
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

3.4 Managing the school

The Headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care;
- Manage staff well with due attention to workload and broader well-being.

3.5 Professional development

The Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities;
- Keep up to date with developments in education, including working with other schools to share and develop best practice;
- Seek training and continuing professional development to meet needs.

3.6 Governance, accountability and working in partnership

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility;
- Ensure that staff understand their professional responsibilities and are held to account;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Work successfully with other schools and organisations;
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

This job description will be reviewed annually and may be subject to amendment or modification at any time in consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation of the post holder's professional responsibilities and duties.

I can confirm my acceptance of the Job Description as outlined above.

Name:

Signed:

Date:

Person Specification

Method of Assessment:

A = Application Form

I = Interview

T = Task

Weighting

Essential or Desirable

The successful applicant will provide evidence of the following:	Method	Weighting
--	--------	-----------

Qualifications and Experience, including:			
1	Qualified Teacher Status	A	Essential
2	Educated at degree level	A	Essential
3	Evidence of relevant postgraduate qualification in leadership (NPQH or equivalent)	A	Desirable
4	At least 3 years or more experience as a Deputy Headteacher in a similar setting	A	Essential

Embody the following characteristics			
1	Articulate clear values and moral purpose, focused on providing a world-class education for the pupils at Whitchurch	A & I	Essential
2	A management style informed by emotional intelligence and intellectual rigour; confidence, humility and resilience	A, I & T	Essential
3	The capacity to be critically reflective and evaluative in order to identify accurately and candidly strengths and priorities for personal and professional development	A & I	Essential
4	Financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context	A	Essential
5	Communicate compellingly the school's vision and empowering all pupils and staff to excel	A & T	Essential

Professional experience			
1	An excellent practitioner across the primary age range	A & T	Essential
2	The use of assessment, analysis of pupil performance and outcome data in order to set aspirational targets and inform curriculum development	A & I	Essential
3	Involvement in school self-evaluation and SMART planning for school improvements	A & I	Essential
4	Using performance management to secure accountability and to improve the quality of education provision, leadership and raise achievement; ability and willingness to challenge underperformance	A, I & T	Essential
5	Involvement in HR processes, e.g. capability and/or disciplinary Issues	A & I	Essential

6	Participation in the preparation and assessment of Health and Safety Risk Assessments	A & I	Essential
7	Successful experience of creating and maintaining productive partnerships with pupils, parents, governors, the local community and other organisations	A, I & T	Essential
8	Wide and current knowledge of the national educational priorities and new developments for schools and analysis of their significance and implication for school leaders	A	Desirable
9	A sound knowledge of school financial planning, budgeting and resource management for the benefit of all pupils and ensuring accountability to stakeholders	A	Desirable
10	A thorough knowledge of the National Curriculum and of how to meet the needs of all pupils, national performance measures and academic qualifications	A & I	Essential
11	An ability to promote positive behaviors for learning and ensure that effective programmes for pupil behaviour, guidance, support and welfare are in place	A & I	Essential
12	Promoting cultural diversity and embedding British Values in the whole school community	A & I	Essential
13	Have demonstrable understanding of, and commitment to statutory duties with regard to safeguarding; proven commitment to working with relevant agencies to keep children Safe	A & I	Essential

Skills and Personal Qualities

1	High expectations of themselves and others, leading by example	A & I	Essential
2	Demonstrate and inspire mutual trust as a leader	A & T	Essential
3	Strong presentation, public speaking and writing skills; effective listening and negotiation skills	A, I & T	Essential
4	A track record of tackling difficult issues and taking hard decisions courageously and honourably, conveying outcomes clearly and sensitively	A & I	Essential
5	Ability to be innovative and find creative solutions, problem solve	A & I	Essential
6	Calm and organised under pressure with the ability to prioritise, make informed decisions and consistently demonstrate core values	A, I & T	Essential
7	Delegating responsibilities and tasks, building effective teams and monitoring the implementation and impact of school wide initiatives	A & I	Essential

Completing your application

Application Form

Please complete all aspects of the **London Borough of Harrow Application Form** fully, CVs will not be accepted. Include your full work history with no unexplained gaps since leaving school education. Include all the significant training you have completed in recent years which have helped prepare you for headship.

Person Specification and Personal Statement

When writing your **Personal Statement**, it is very important that you address each of the requirements in the **Person Specification**. Ensure that you evidence additional aspects, e.g. training and qualifications together with your background and experience in your Personal Statement. Your Personal Statement should not exceed two sides of A4.

References

Referees will be asked to provide a reference for all short-listed candidates. There will be a swift turnaround for this process. Preferred referees are your last two employers and you should provide their official organisation email address for us to contact. One referee is likely to be your current/last Headteacher or Chair of Governors.

Tours of the School

Tours of the school are essential. These can be arranged by emailing the Clerk to the Governing Body at clerk@whitchurchprimary.harrow.sch.uk

Important dates and information

Closing date for completed applications: noon, Monday 11th March 2024

Shortlisting of applications: Tuesday 12th March 2024

Interviews: 18th & 19th March 2024

Please send your completed application to the Clerk to the Governing Body, Deepti Bal at clerk@whitchurchprimary.harrow.sch.uk

