



# HEADTEACHER RECRUITMENT PACK



# Headteacher Recruitment Pack

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### Contact us:

#### **Spring Grove Primary School**

Star Road, Isleworth, Middlesex TW7 4HB

Telephone: 020 8560 0965

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Web: [www.springgroveprimary.london](http://www.springgroveprimary.london)





Dear Applicant,

Thank you for expressing an interest in the position of Headteacher at Spring Grove Primary School.

The school is currently lead by a highly experienced and successful Headteacher who is due to retire later this year. In 2013, the school was rated as Outstanding by Ofsted. The Local Authority and regular Peer Challenge visits agree that the school has maintained this status. The successful new Headteacher would aspire to maintain this outstanding grading and ensure the school continues to offer an exciting, broad and enriching curriculum that is delivered by excellent practitioners and reaches all pupils; regardless of their starting points, allowing them to thrive and achieve their absolute best. We are seeking a candidate who has a particular interest in working in this unique and inspiring setting.

The school is a very popular, oversubscribed one form entry primary, with a bulge class currently in year 3 and a 39 place nursery that offers 30 hour provision in a brand new building. It is a school that embraces the diverse population within its community and has high expectations of all. We are looking for a new Headteacher who will continue to nurture this important aspect of the school. The school's aims, ethos, values and moral purpose are included in this pack. Every person in our community is seen as an important individual with a contribution to make to the success of the school.

Safeguarding is an area of high focus for the school as we endeavour to keep children safe and supported in all aspects of their lives.

The school prides itself in being an emotionally intelligent place to learn where we value everyone. It is a happy place to learn and work where children and adults feel valued and challenged.

Staffing is strong and stable. There are successful, established Senior and Middle Leadership Teams in place. The pupil population remains stable and steady as the children pass from nursery to year 6.

The school's budget has been well managed and is healthy at present. As a result, we are well staffed with highly qualified teachers and support staff.

The school has an experienced, reflective and very supportive Governing Body that holds the Headteacher to account, offers challenge and helps drive improvement.

The newly appointed Headteacher would be required to lead the school from its current position; continuing to develop and improve all areas of school effectiveness, building on strengths already highlighted, following the well-thought through school development plan and ensuring all Stakeholders are working together in a positive way. The school is seeking a hard-working and passionate Headteacher who will be excited about working here and embrace the wonderful features of a school such as this. We are looking for a Headteacher who is dynamic, thoughtful, reflective and kind – someone who understands how children of all ages learn and develop a love of learning.

These are challenging times for all school leaders and we are seeking someone who is well read and has a good understanding of the current political climate and how this is affecting State education and schools such as ours.

Spring Grove Primary school values its place in Collabor8 (a group of 8 local schools who have worked together to improve teaching and learning for over 10 years). Our successful candidate would be required to have a commitment to working with our partner schools, as well as feeder nurseries, playgroups and secondary schools. The school also plays an active role as a member of the Hounslow Education Partnership; acknowledging that there is always much to learn from working with other institutions.

In addition to completing the application form, we ask for a comprehensive letter to support your application that reflects this school's current position and addresses the key areas of the person specification – this should be no more than four sides of A4, using a font size no smaller than eleven. We would also like applicants to visit the school before or when they apply.

We look forward to receiving your application and to learn what you can offer our pupils, staff, parents, governors and the wider school community.

Yours sincerely,

**Chandra Sisodia**  
**Chair of Governors**

**Bill Blackledge**  
**Vice Chair of Governors**





## About Spring Grove Primary School





## Ethos, Values and Moral Purpose

At Spring Grove all stakeholders work together, guided by our School Development Plan, to make our philosophy into a reality that changes and shapes young people's minds and lives to enable them to achieve their full potential in life as well as being a good citizen who will make a positive difference and contribution to their family and society.

### Our Ethos

We aim for the school to be a happy, exciting and nurturing place to learn where children and adults feel safe and valued by all. All individuals should be respectful and supportive towards others within a fair and consistent environment that is welcoming and friendly. We aim for the school to be unified by its inclusive and positive approach. We promote confidence via a child centred approach to lifelong learning and aim for every child to achieve their best and to always aim high.

### Our Values

Our values are embedded in being inclusive, celebrating everyone's successes, respecting others and treating others as we would wish to be treated. We embrace teamwork and understand that we will be stronger if we work together with a common set of aims and values. We value honesty, trust, flexibility, consistency and good manners. Adults will support each other alongside the children and aim to communicate well and with integrity.

### Our Vision

Our vision for the school is for it to be friendly, safe, positive and nurturing for all. We wish the school to be well organised, successful, supportive and consistent, as well as welcoming and professional. We aim, for it to be a place where both children and adults thrive, perform well and feel challenged to achieve their highest goals.

### Our Moral Purpose

We have an important role to fulfil and see it as a privilege to work with young people and help shape their futures. We will aim high in everything that we do. Our purpose is to educate the whole child within a purposeful, happy and stimulating environment that feels safe and where risks may be taken to stretch capability in all areas of a child's development. We embrace diversity and respect differences, seeing them as a positive element of our community. We will aim to develop skills in our young learners that they can take forward in life to enhance the way they live and function within society. We will lead by example and understand that we are significant adults, carers and role models for our learners. We will build positive and meaningful relationships across our school community as we prepare our learners for the World they live in and the future that lies ahead of them. We view all children as individuals, acknowledging their life experiences, family culture, physical ability, gender, race, religion, interests and abilities. We help them to achieve their very best academically and support them in their development of social skills. We encourage the children to become independent learners for whom education is a positive experience that remains with them for life.



## Key School Data

|   |                            |
|---|----------------------------|
| <b>Type of school</b>                           | Primary                    |
| <b>Age range</b>                                | 3 -11                      |
| <b>Location</b>                                 | London Borough of Hounslow |
| <b>Type of establishment</b>                    | Community School           |
| <b>Co-ed. or single sex</b>                     | Co-educational             |
| <b>Budget</b>                                   | Balanced Budget            |
| <b>Number of children</b>                       | 309                        |
| <b>Average class size</b>                       | 30                         |
| <b>Overall Absence</b>                          | Below 4%                   |
| <b>Last Ofsted Inspection</b>                   | 2013                       |
| <b>Number of teaching staff (including TAs)</b> | 28                         |
| <b>% of children with FSM</b>                   | 11%                        |
| <b>% of children with SEND</b>                  | 14%                        |
| <b>% of children with EAL</b>                   | 82%                        |

### Key Stage 2 attainment (2018)

| <u>Expected plus</u> |            | <u>Above Expected</u> |            |
|----------------------|------------|-----------------------|------------|
| <b>GPS</b>           | <b>95%</b> | <b>GPS</b>            | <b>62%</b> |
| <b>R</b>             | <b>93%</b> | <b>R</b>              | <b>55%</b> |
| <b>W</b>             | <b>92%</b> | <b>W</b>              | <b>25%</b> |
| <b>M</b>             | <b>98%</b> | <b>M</b>              | <b>48%</b> |
| <b>RWM</b>           | <b>90%</b> | <b>RWM</b>            | <b>23%</b> |

Job Advert:

## Headteacher

**Spring Grove Primary School, Star Road, Isleworth, Middlesex TW7 4HB**

**Start Date:** January 2020

**Salary: L 15-21 (+Outer London) - £59,601-£68559**

Spring Grove Primary School is a successful and sought after one form entry school, currently led by a highly experienced and respected Headteacher.

Ofsted graded the school as Outstanding in 2013 and current LA and Peer Challenge reports confirm this is still the case.

The school is highly popular in its locality; it is full with a 30 hour Nursery and two bulge classes. It sits within a multi-cultural and diverse community. Pupils are happy, challenged and eager to learn in a vibrant and exciting environment that has high expectations of all.

We are seeking a strong, experienced leader who will build on our strengths and successes and will inspire others; empowering all to achieve their full potential.

The role requires:

- A commitment to the values and ethos of the school
- Outstanding people skills and emotional intelligence
- A strong inspirational personality based on respect and fairness
- A drive to aim for continuous improvement, taking all stakeholders with you
- A commitment to partnership work with our established collaborative (C8) group of schools
- A deep understanding of pedagogy and the range of ways that children learn

If you are passionate about education and are seeking an exciting career opportunity, Spring Grove Primary School would welcome your application for this enriching and rewarding Headship.

To arrange your informal visit to the school please contact the School Administrator, Mrs Simon, on 0208 560 0965.

For further information on how to apply please visit the school website at [www.springgroveprimary.london](http://www.springgroveprimary.london)

**Closing date: Monday 23<sup>rd</sup> September 2019**

**Interviews: Friday 11<sup>th</sup> October 2019**

*Our school is proud of its commitment to safeguarding and promoting the welfare of children and expects all staff to share in this commitment. Appointment to this post will be subject to an enhanced DBS disclosure check.*





## Job Description: **Headteacher**

**The Headteacher will be responsible to the school's Governing Body.**

The appointment is subject to the conditions of employment for Headteachers contained in the School Teachers' Pay and Conditions Document. This job description is based on the National Standards of Excellence for Headteachers (2015).

### **Statement of Purpose**

To provide professional leadership for the school that builds on its success and improvement, ensuring high quality education for all its pupils in a happy and vibrant school and continually improving standards of learning and achievement for all pupils.

### **Key Responsibilities:**

#### ***Shaping the Future***

1. Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
2. Works within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
3. Demonstrates the vision and values in everyday work and practice.
4. Motivates and works with others to create a shared culture and positive climate.
5. Ensures creativity, innovation and the use of appropriate new techniques and technologies to achieve learning excellence.
6. Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large.

#### ***Leading Learning and Teaching***

1. Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor the progress of every child's learning and set challenging targets year on year.
2. Ensures that learning is at the centre of strategic planning and resource management.
3. Establishes creative, responsive and effective approaches to learning and teaching.
4. Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
5. Demonstrates and articulates high expectations and sets stretching targets for every child.

6. Implements strategies which secure high standards of behaviour and attendance.
7. Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
8. Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
9. Develops middle and senior leaders to support school improvement and develop a sustainable school.
10. Challenges underperformance at all levels and ensures effective corrective action and follow up.

### ***Developing Self and Working with Others***

1. Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
2. Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
3. Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.
4. Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
5. Ensuring clear delegation of tasks and responsibilities.
6. Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
7. Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
8. Regularly reviews practice, sets personal targets and takes responsibility for personal development.
9. Manages workload and that of others to allow an appropriate work/life balance.

### ***Managing the Organisation***

1. Creates an organisational structure, which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
3. Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
4. Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
5. Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.
6. Implements successful performance management processes with all staff.
7. Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
8. Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

9. Uses and integrates a range of technologies effectively and efficiently to manage the school.

### ***Securing Accountability***

1. Fulfils commitments arising from contractual accountability to the Governing Body.
2. Develops a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
4. Works with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
5. Develops and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
6. Reflects on personal contribution to school achievements and takes account of feedback from others.

### ***Strengthening Community***

1. Builds a school culture and curriculum, which takes account of the richness and diversity of the school community.
2. Creates and promotes positive strategies for challenging racial and any other prejudice.
3. Ensures learning experiences for pupils are linked into and integrated with the wider community.
4. Ensures a range of community-based learning experiences.
5. Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
6. Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
7. Contributes to the development of the wider education system by sharing effective practice and promoting innovation and partnership work.

### ***Safeguarding***

1. Responsible for promoting the welfare of all children and young people.
2. Keeps up-to-date with all areas of Safeguarding responsibilities across the school
3. Co-operates and works with relevant agencies to protect children.
4. Creates an organisational culture which prioritises and monitors the safeguarding of children and young people.
5. Ensures all paperwork is kept up-to-date and secure.



## Person Specification: Headteacher

### Key Criteria

#### Qualifications and Experience:

|  |     |
|--|-----|
| UK Qualified Teacher Status  | A   |
| Successfully completed and able to evidence post graduate study  | A   |
| A record of recent and relevant in-service and external training including safeguarding  | A   |
| Proven successful leadership experience at a senior level within primary education as a Headteacher, Deputy Headteacher, Head of School  | A/I |
| Substantial and varied teaching experience across the primary age range  | A/I |
| Experience of working with a diverse community   | A   |
| Experience of working effectively with the school community and external partners, including other school leaders and their institutions | A/I |
| Experience of professional involvement in education/developmental initiatives across a number of institutions                            | A/I |

#### Qualities and Knowledge:

|  |     |
|--|-----|
| Knowledge of what constitutes good and outstanding teaching and has a proven record as an outstanding teacher  | A/I |
| Knowledge of how to develop and monitor teaching and learning to improve the quality   | I   |
| A clear philosophy on how the curriculum can meet the needs of all children  | I   |
| A proven track record of the ability to raise the academic and personal achievement of all pupils  | A/I |
| An up to date knowledge of national policy, curriculum developments and the statutory and legal framework within which a school operates, including the new Ofsted framework | I   |

|   |     |
|---|-----|
| Ability to innovate and find creative solutions, and to communicate a vision to inspire and motivate all stakeholders   | A/I |
| Excellent interpersonal and communication skills and the ability to communicate with a varied school community and stakeholders, both orally and in writing           | I   |
| <b>Pupils and Staff:</b>  |     |
| Is able to manage, inspire, encourage and empower staff   | I   |
| An ability to identify and promote excellence and challenge poor performance across the school  | I   |
| Has a proven ability to develop middle and senior leaders to take responsibility for raising standards and developing every member of the staff                       | I   |
| Demonstrate a commitment to providing choice and flexibility in learning to meet the needs of every child and to ensure that every child achieves his/her potential   | I   |
| Understands about the relationship between managing performance, CPD and sustained school improvement   | A/I |
| Is committed to the development of an open and fair culture across the school for all   | I   |
| Is able to secure high standards of behaviour and attendance across the entire school   | A/I |
| Has a clear philosophy on how the curriculum can meet all children's needs  | A/I |
| Is able to foster an open, fair, equitable culture and manage conflict  | I   |
| Manages own workload and that of others to allow an appropriate work/life balance   | A/I |
| <b>Managing the Organisation</b>  |     |
| Evidence of a commitment to sustaining and developing a safe, secure and healthy school environment, in accordance with Child Protection and Safeguarding legislation | I   |
| Knowledge of key issues relating to managing a school, including equalities and employment legislation  | I   |
| Is able to manage the financial and human resources effectively and efficiently to achieve the school's educational goals and priorities                              | A/I |
| Evidence of the ability to both delegate appropriately, work in collaboration and building, leading and empowering effective teams                                    | A/I |



| <b>Securing Accountability:</b>   |     |
|---|-----|
| Have a commitment to the use of outcomes from regular self-review and following and developing a high impact School Development Plan in order to develop the school                             | A/I |
| Is committed to individual, team and whole school accountability for pupil learning outcomes;   | I   |
| Able to challenge and support as required to raise standards  | I   |
| Able to work with the governing body to enable it to meet its responsibilities  | I   |
| Is committed to the school working effectively and efficiently towards academic achievement and the moral, emotional, social and cultural development of all pupils within the school's ethos   | I   |
| <b>Strengthening the Community:</b>   |     |
| Has a commitment to partnership with parents and the community to raise standards by supporting the learning of children and helping to realise the distinctive vision and values of the school | I   |
| Has a commitment to collaboration and networking with other schools to improve outcomes;  | A/I |
| Is able to build and maintain effective relationships with parents, carers, partners, and the wider community so that they enhance the education of all members of the school community         | A/I |
| Is able to listen to, reflect and act on feedback from all stakeholders;  | I   |
| Has empathy towards and an understanding of a multicultural, diverse community such as ours and how it is an asset to the school  | A/I |

**Key:**

A – Evidence will be sort via letter of application

I – Evidence will be sought during the interview process

A/I – Evidence will be sought via letter of application and during the interview process