



Ofsted

Good
Provider

HEADTEACHER

Recruitment Pack

The Hayes Primary School

Hayes Lane | Kenley | Surrey | CR8 5JN

☎ 020 8660 4863 | ✉ admin@hayesprimary.croydon.sch.uk

www.thehayesprimaryschool.co.uk



Contents

Letter from Chair of Governors	2
School Vision & Values.....	3
Vision, Mission and Aims.....	3
School Values	4
Life at The Hayes	5
Our Pupils	5
Our Staff	5
Our Parents.....	5
School Information	6
Roll & Demographics	6
Staff Structure	6
Governing Body	6
2023 Outcomes	6
Job Description	7
Key Areas of Accountability.....	7
Whole School Organisation, Strategy, and Development.....	7
Curriculum and Pedagogy.....	7
Safeguarding and Child Protection.....	7
Health and Safety, Discipline.....	7
Management of Staff and Resources	7
Professional Development.....	8
Communication.....	8
Work With Colleagues and Other Relevant Professionals	8
Person Specification	9
How To Find Us	10

Letter from Chair of Governors

Staff are very proud to work at the school. – Ofsted, 2023

Dear Candidate

September 2023

Appointment of Headteacher at The Hayes Primary School

Thank you for your interest in this role as our next Headteacher. I hope that this information pack will give a flavour of the fantastic opportunity we offer, and that you will visit our school to understand how our values and approaches translate into a wonderful experience for our children, and a great place to work for our staff. We are incredibly proud of The Hayes Primary and are, therefore, looking for a very special person to lead the school in the years to come, following seven years of exceptional leadership from Claire Slade.

The Hayes is a successful school of 420 pupils, maintained by the London Borough of Croydon and proud to be at the heart of our local community. OFSTED judges us to be good (May 2023), and our local community has confidence in our work, with almost 300 applications each year for the 60 places in Reception. Academic standards are high throughout the school, as a result of a rich curriculum, purposeful teaching and excellent extra-curricular provision; arts, music and sport are important features of our school, and we have a long history of delivering wonderful cultural education. Our recent OFSTED Report provides an accurate benchmark from which the new Headteacher can build, and we are determined to use our successful history as the springboard for greater success.

Please read this pack carefully and look at the information on our school website online at www.thehayesprimaryschool.co.uk. Should you have questions about the post or would like to arrange a visit to the school, please contact Gordon Smith, our *Leadership Consultant* who is supporting this appointment, at Gordon.Smith@education-leadership.co.uk, providing a contact number; we have planned the morning of Thursday 21st September and the afternoon of Tuesday 26th September for visits by interested candidates. Mr Smith will also be able to arrange an informal conversation with me if you think this would be of use.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and *The Hayes Primary* may be right for you. To apply, please complete the *application form*, including where requested a *statement* of no more than two sides of A4, identifying clearly how you meet the person specification points shown as assessed in the statement (N.B. you do not have to address all of the specification points in your supporting statement, just those shown as **Method of Assessment - S.**)

Applications should be sent to HTApplications@hayesprimary.croydon.sch.uk by 9am on Monday 2nd October 2023. We expect to hold interviews Tuesday 10th October 2023. I look forward to hearing from you.

Yours sincerely

Lyla Dey
Chair of Governors



School Vision & Values

At The Hayes Primary School our priority is to develop a love of learning, inspired by quality teaching by building and developing upon all of our individual talents. We work tirelessly to ensure that our children enjoy a stimulating and diverse education; learning is irresistible, children are happy, feel safe and are valued. Learning experiences are rich and enjoyable.

Everything we do as a school is to ensure that our children achieve their very best and we are deeply aware that children only get one chance at their primary education. It is therefore our job to ensure that they all reach for the highest levels of personal achievement and development. We want every child to be successful; to reach for success from the very first day they join us so when they leave us, they have a love of learning for the rest of their lives.

Vision, Mission and Aims



Pupils are provided with many opportunities to develop their characters. – Ofsted, 2023

School Values



Life at The Hayes

Our Pupils

Pupils at The Hayes enjoy a rich and broad curriculum, where academic progress sits alongside the wonderful creative, sporting and cultural opportunities enjoyed by every child in the curriculum. A typical view comes from a Year 4 pupil who “loves learning with my friends and my teachers”, whilst a Year 6 pupil sums up seven years at the school, saying “The staff have made us feel like nothing is impossible, keep on trying, work hard and achieve!”

Opportunities beyond the formal curriculum allow our pupils to enjoy moments that build great skills and wonderful memories. Following a performance by the Junior Choir at Fairfield Halls, one pupil commented “I thought last night was amazing, it was the time of my life and felt really good to sing in front of so many and the reception I got after, and the response from the audience, made me feel on top of the world.”

Our pupils recognise and value the diversity of the school, with one Year 2 pupil recently commenting, “I like that my friends are really different, like different religions and from different countries, because I didn’t know about some places until we spoke about them”. Children also recognise the ways in which they develop personal qualities and are taken care of by the school; a Year 6 pupil describes how “I learned to grow my confidence at The Hayes and build my mental stability because of the staff and pupils here. I feel I can always tell any member of staff about worries if I have any.”

It is important to build responsibility amongst our pupils as we prepare them for the next phase of their education. One Year 6 pupil explains how “Being an Advocate made me feel proud, we represent our school in many ways and are part of the leadership team. I am proud to be a pupil at The Hayes!”

Our Staff

Our team works in a collaborative way, supporting each other and focused on delivering the best for children. One colleague recently commented that “Working at the school feels like being part of an extended family, where we work together as a team to do the best for our pupils and bring out the best in each other’s teaching and learning.” Staff also appreciate the ways in which leaders look after their wellbeing and describe feeling “supported, listened to, and cared for.”

Our Parents

Parents appreciate the “formal and informal engagement with staff” as they build their partnership with the school. They also recognise the quality of education the school provides with one describing how “My child has continued to learn well, gain confidence and continues to be challenged and happy.”

Parents value the breadth of the offer and variety of activities provided by the school, summed up by one with “Swimming is a brilliant thing for a school to provide- life skills, also a varied range of experiences: book day, bakes, charity events, concerts, trips, all the school involved in singing and dancing!” At the same time, parents are “Confident in the knowledge that my child is in a nurturing and safe environment.”

Our parents expect and receive a great education for their children at The Hayes, with three typical comments:

“Children are happy, polite, confident. It’s a friendly, upbeat environment.”
 “The Hayes has been a wonderful environment for my son to really flourish!”
 “Thank you to The Hayes.”

School Information

Roll & Demographics

YEAR GROUP	GIRLS	BOYS	TOTAL
RECEPTION	31	29	60
1	28	32	60
2	33	27	60
3	26	34	60
4	31	28	59
5	29	31	60
6	23	35	58

Pupils with an EHCP	1.4%
Pupils with identified SEND need	14%
Pupils in receipt of PPG	7%

Staff Structure

Our full staffing structure can be found on the school's website at: [Staffing | The Hayes Primary School](#).

In the autumn term 2023, Laura Olley (substantive Deputy Head) took on the role of Interim Headteacher.

Governing Body

The Governing Body is a very experienced and committed group that provides strategic oversight, high quality support and effective challenge to the school through the Headteacher. The Full Governing Body meets twice a term with each governor also sitting on one of two separate committees: Resources (which includes finance) and Quality of Education. These committees meet once every term.

2023 Outcomes

AREA	% achieving			
	Reading	Writing	Maths	GPS
GLD	80%			
Phonics Year 1	97%			
Key Stage 1 - Expected Standard	76%	74%	83%	-
Key Stage 2 - Expected Standard	76%	72%	71%	76%
Key Stage 2 - Greater Depth	41%	17%	36%	33%
Key Stage 2 - RWM	60%			

Job Description

Role Purpose: To lead *The Hayes Primary School* (THPS) as a key part of its local community.

Reports to: Full Governing Body (FGB)

Key Areas of Accountability

Whole School Organisation, Strategy, and Development

- i. Support the FGB in developing a clear strategic approach for THPS.
- ii. Provide professional strategic leadership and, with the staff team, implement the strategic direction, vision, values, and priorities of the school.
- iii. Develop, implement, and evaluate the school's policies, practices and procedures in line with FGB requirements.
- iv. To allocate and ensure effective financial management of the school budget, in consultation with the FGB and the Local Authority (LA).
- v. Appoint all staff, working as appropriate with the FGB.

Curriculum and Pedagogy

- i. Develop and maintain a clear rationale for the curriculum in all year groups.
- ii. Lead, develop and manage teaching, learning and assessment throughout the school.

Safeguarding and Child Protection

- i. Implement effective measures for safeguarding and protection of children to ensure that the welfare and safety of all pupils is prioritised and safeguarded.
- ii. Identify and minimise risk of interpersonal abuse or violence, safeguarding children, initiating the management of cases involving actual or potential abuse or violence where needed.
- iii. Be aware of and update staff as appropriate to comply with current legislation and policies affecting practice, e.g., Keeping Children Safe in Education, Children's Act, Local Authority child protection procedures, Prevent, H&S and Data Protection.

Health and Safety, Discipline

- i. Promote the safety and well-being of pupils and staff.
- ii. Ensure good order and discipline amongst pupils and staff.

Management of Staff and Resources

- i. Lead, manage and develop the staff, including appraising and managing performance.
- ii. Develop clear arrangements for linking appraisal to professional progression and advise the FGB on pay recommendations for teachers, including applications to the upper pay range.
- iii. Organise and deploy resources within the school.
- iv. Promote effective working relationships within the school.
- v. Maintain relationships with school-based and local union representatives.
- vi. Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Leaders go the extra mile.
– Ofsted, 2023

Professional Development

- i. Develop and implement a high-quality programme of continuing professional development that supports whole school aims, improves the work of teams, and develops the pedagogy of teachers.
- ii. Participate in arrangements for the appraisal and review of own performance and, ensure other teachers and support staff are benefitting from an effective appraisal system.

Communication

- i. Consult and communicate with the governing body, staff, pupils, parents and carers.

Work With Colleagues and Other Relevant Professionals

- i. Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.
- ii. Liaise with LA colleagues and partner school to support the ongoing improvement of THPS.

Pupils work hard and behave well, meeting the high expectations that staff have of them. – Ofsted, 2023



Person Specification

Area	Specification	Method of Assessment
Qualifications	1 Good honours degree and <i>qualified teacher status</i> .	A
	2 Further professional study appropriate to the role (e.g., NPQH, Masters).	A
Experience	3 Successful senior leadership role in a primary school.	S / R / I
	4 Development of first-rate education through leadership of a significant team.	S / R / I
	5 Delivery of a rich and broad curriculum, including high-quality arts, music and sports provision.	S / R / I
	6 Implementing highly inclusive practice.	S / R / I
	7 Managing the implications of challenging whole-school budgets.	S / R / I
Knowledge	8 The primary curriculum.	I
	9 Safeguarding and child protection requirements and approaches.	A / R / I
	10 OFSTED Framework.	I
	11 The wider educational policy environment.	S / I
	12 Effective self-evaluation processes.	I
Understanding	13 Compliance issues in schools: H&S, HR.	R / I
	14 Funding rules and mechanisms.	R / I
	15 HR requirements and systems.	R / I
Qualities	16 Evaluative skills to assess the quality of a school's work.	R / I
	17 Innovative and creative problem-solver.	S / R / I
	18 Exceptional oral and written communication skills.	S / R / I
	19 Strong, confident, and engaging public figurehead.	R / I
	20 Ability to make difficult decisions.	S / R / I
	21 Exemplary role model.	R / I

Method of Assessment

A - Application Form

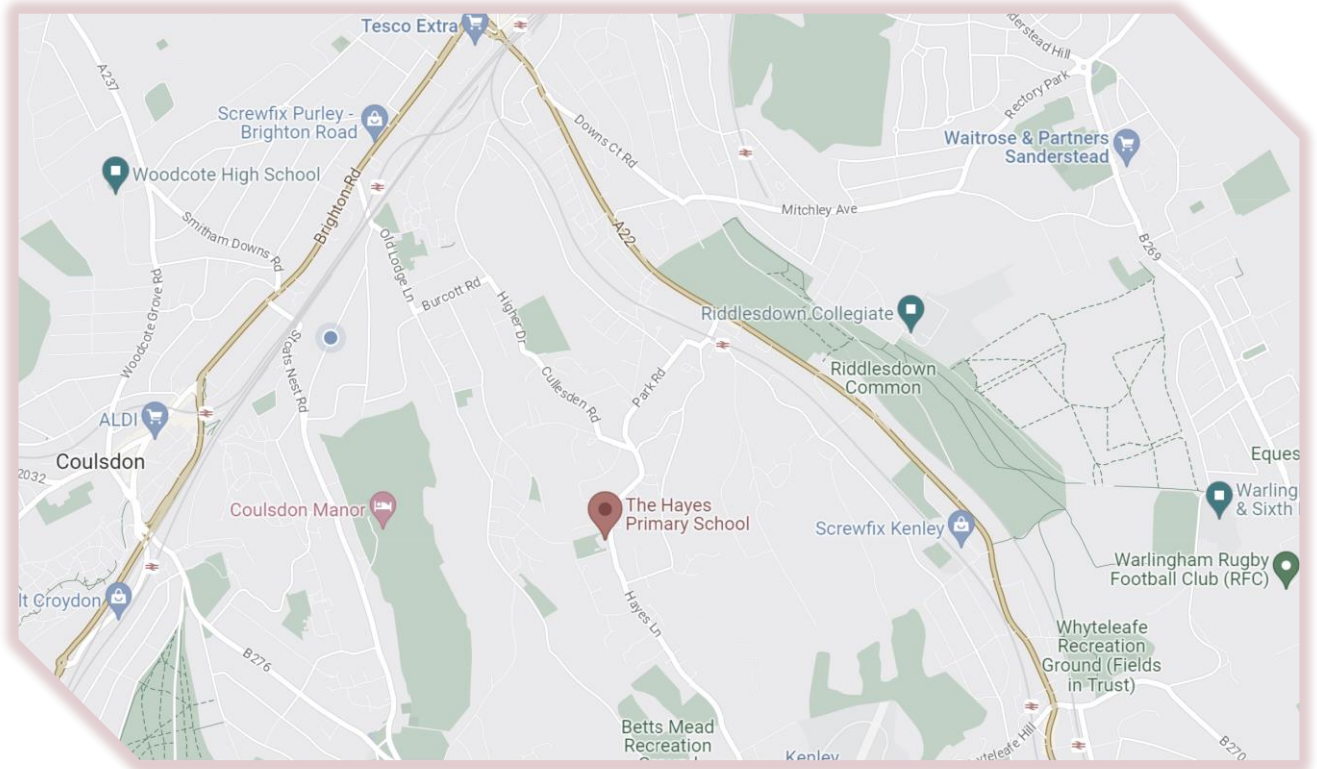
S - Supporting Statement

R - Reference

I - Interview

How To Find Us

The Hayes Primary School is located in Kenley, Surrey, within walking distance of Kenley Train Station. It is a slightly further walk from Purley Train Station.



The Hayes Primary School

Hayes Lane

Kenley

Surrey

CR8 5JN

☎ 020 8660 4863

✉ admin@hayesprimary.croydon.sch.uk

🌐 www.thehayesprimarieschool.co.uk

