



COPPETTS WOOD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Coppetts Road London N10 1JS

Tel: 0208 883 0248 Fax: 020 8883 9926

Email: office@coppettswood.barnetmail.net

'I would not go to any other primary school in the world' Year 6 pupil

COPPETTS WOOD SCHOOL HEAD TEACHER INFORMATION PACK



'It is a place that feels like home.' Year 6 pupil



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Head Teacher: Sarah Deale

Deputy Head: Faramade Alawaye

Assistant Head: Spencer Guy

November 2019

Dear Candidate,

Thank you for taking the time to consider applying for the role of Headteacher at Coppetts Wood Primary School and Children's Centre.

We are very proud of our school and its well earned reputation for diversity, inclusion and a creative approach to learning. The school was rated as outstanding by Ofsted in our last inspection. Our staff team have worked hard to build on that success and we are now looking for an outstanding leader to help us deliver the next stage of development.

If you have a passion for teaching and learning and a track record for building and leading teams who can deliver a great learning experience for children from a diverse range of backgrounds, then we would love to hear from you.

Pay us a visit and see for yourself what makes Coppetts Wood special. You will find children who are enthusiastic about learning, together with a committed staff team and governing body who are focused on the continued development and improvement of the School.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads 'Bruce McGill'. The signature is written in a cursive style.

Bruce McGill

Chair of Governors

HEADTEACHER JOB DESCRIPTION

Based on the National Professional Standards for Headteachers

The Headteacher will provide professional leadership for the school and children's centre to secure its success and improvement. By working with the governing body, motivating and supporting all staff and managing the day-to-day operation of the school, s/he will ensure that all our pupils benefit from high quality education and achieve high standards.

The Headteacher will be responsible for:

A Shaping the future.

S/he will:

- Ensure the vision for the school and children's centre is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large

B Leading learning and teaching

S/he will :

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, responsive and effective approaches to learning and teaching
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Implement strategies which ensure high standards of behaviour and attendance
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up

C Developing self and working with others

S/he will :

- Treat people fairly, equitably and with dignity and respect to create and
- maintain a positive school culture
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams

- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

D Managing the organisation

S/he will :

- Create 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
- Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school
- Implement successful performance management processes with all staff
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure 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
- Use and integrate a range of technologies effectively and efficiently to manage the school

- Work with Governors to manage the implementation of the pay policy

E Securing accountability

S/he will :

- Fulfil commitment arising from contractual accountability to the governing body
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents
- Reflect on personal contribution to school achievement and take account of feedback from others

F Strengthening Community

S/he will :

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
- Ensure learning experiences for pupils are linked into and integrated with the wider community
- Ensure a range of community-based learning experiences
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- Cooperate and work with relevant agencies to protect children

HEAD TEACHER PERSON SPECIFICATION

The criteria below will form the basis for the short-listing and interview process, and candidates are requested to respond accordingly.

Qualifications	Essential/ desirable	How this will be assessed
1. Educated to degree level or equivalent	Essential	A
2. UK Qualified Teacher Status	Essential	A
3. National Professional Qualification for Headteachers (NPQH) if not already a Head Teacher*	Desirable	A
4. A record of recent professional development that prepares for this post.	Essential	A
Experience		
1. A track record of substantial and successful leadership and management experience at a senior level.	Essential	R
2. Substantial and proven successful primary teaching experience	Essential	R
3. Experience in more than one appropriate key stage	Desirable	A
4. Experience of monitoring and evaluating performance and practice	Essential	A
5. Experience of coaching, guiding and mentoring individuals and teams	Essential	A
6. Experience of innovation and leadership and management of organisational change/improvement	Essential	A
7. Experience of developing and implementing initiatives which have had a positive impact on Equality Diversity and Inclusion	Essential	A
8. Experience of managing a budget	Essential	A
9. Experience of managing and/or working with a Children's Centre	Desirable	A
10. Experience of working with children who have SEN or EAL	Desirable	A

<p>Professional Knowledge</p> <ol style="list-style-type: none"> 1. Extensive knowledge and experience of primary education and the issues and challenges facing the sector 2. A sound understanding of how children learn, how teachers can best teach, and how to raise standards through careful monitoring and target setting. 3. An understanding of strategies for increasing teachers' effectiveness, and securing school improvement. 4. Knowledge of the statutory frameworks and good practice for curriculum delivery and assessment 5. High expectations of pupil behaviour and the effective use of behaviour management strategies 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>A</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>Professional Skills</p> <ol style="list-style-type: none"> 1. The ability to take the role of leader, provide clear direction, manage change and enthuse and motivate others 2. Excellent analytical, problem solving, negotiating and decision making skills 3. The ability to communicate a clear vision for the School and how it will develop over the next five years. 4. The ability to create and implement a strategic school improvement plan, based on effective self review which identifies priorities and targets, ensuring that all students are included, achieve high standards, and make progress 5. The ability to build effective relationships with a wide variety of people – staff, learners, senior leaders governors and other stakeholders 6. The ability to motivate and enable all staff to carry out their respective roles to the highest standard through performance management and continuing professional 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>I/R</p> <p>T</p> <p>T</p> <p>T</p> <p>R</p> <p>R/I</p>

development.

7. The ability to provide objective support and advice to the Governing Body, to enable it to meet its responsibilities.
8. The ability to ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution they can make to achieving the School's targets for improvement.
9. The ability to prioritise, evaluate and manage financial and human resources to achieve educational goals
10. Good communication skills, both written and oral

Essential

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Essential

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Essential

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Essential

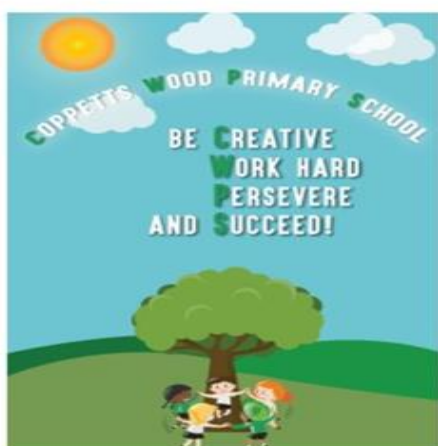
A/I



Information about the school

Coppetts Wood Primary School is a friendly, caring, single form entry school with a nursery, additional resource provision and Children's Centre. We currently have 245 children on roll and 54 staff. The school is situated within large grounds south of the North Circular near the Barnet/Haringey Borders. The school accommodation is spacious and bright and the school is extremely well resourced across all aspects of the curriculum.

In addition to large fields, we have a stunning eco-garden, a pond and wildlife area, an adventure playground and an Early Years provision with an outside area that many schools could only wish for! The governors have recently invested in a new climbing structure and sand pit area which have really added to the learning environment in the early years. Our



At Coppetts Wood Primary School we want all children to be **creative** and have a love of learning. We want them to **work hard** and to **persevere**, to have self-belief and the determination to **succeed** in order to be the best that they can be.

school is very bright and vibrant. Our classrooms are well resourced and we have a spacious hall and separate dining hall. We have two bespoke Children's Centre buildings, one of which is brand new!

As a school, we have a clear vision for our children, based around our name – CWPS! We want our children to be

creative, work hard and persevere and ultimately **succeed**! Underpinning this is our values based approach. The children have selected a number of values they feel are important to them and we share these each month as a school community so that we have a shared understanding of them.

We have an experienced and committed staff team who are highly skilled. We believe in quality first teaching, every day for every child as well as a commitment to using effective interventions.

We serve a diverse community and put a great importance on valuing each child as an individual. We have a strong ethos of inclusion and our

'My teachers have encouraged me to work hard and push myself harder. I have always been encouraged to persevere when I find something difficult. Thanks to my amazing teachers I have learnt to never give up'
Year 6 pupil



additional resource provision is an important part of our school. Our provision caters for up to 10 children with autism and we are in the early stages of development with four children placed with us across Year 1 and Reception.

We were graded as Outstanding by Ofsted in 2011. Since then, we have continued to build on this success and were graded Outstanding in all areas in a Local Authority School Review last year. We are very proud of our children's achievement from early years up to Year 6, A particular success is how well our disadvantaged children have

done, above national disadvantaged children and other children nationally.

OUR RESULTS 2019

End of Reception

73% of children reached a good level of development. Nationally 2018 = 72%.

Phonics Screen

87% met the expected standard in Year 1. Nationally 2018 = 82%.

Key Stage 1 Results

	% working at the expected standard or at greater depth within the expected standard	National results 2018
Reading	83%	76%
Writing	87%	70%
Mathematics	90%	76%
Science	83%	83%

Key Stage 2 Results (These are currently invalidated and may change)

National figures 2018 are in black	At or above the expected standard	Working at a higher standard
Reading	86% (75%)	33%
Spelling, Punctuation and Grammar	88% (78%)	59%
Mathematics	90% (76%)	50%
Writing (Teacher assessment only)	84% (78%)	29%
Combined % reading, writing and maths	78% (65%)	22%

National figures are in black	Coppetts Wood	National
Average progress in Reading	2	0
Average progress in Writing	2	0
Average progress in Mathematics	3.1	0
Average scaled score in Reading	106	105
Average scaled score in Mathematics	108	104
Average scaled score in Spelling, Punctuation and Grammar	110	106

We strongly believe in providing a well-rounded educational experience for our children. We are committed to providing a broad curriculum and ensuring our children have a rich learning experience with access to opportunities they might not otherwise have. In planning our curriculum we recognise that our families come from a wide range of backgrounds - as a school, we have a high number of children entitled to pupil premium funding and who speak English as an additional language. We also have a high number of children with SEND including those placed in our Additional Resource Provision. Our curriculum aims to help children develop their understanding, skills and knowledge as well as providing opportunities to make the children's learning vivid, real and exciting and to develop vocabulary and creativity. Teachers plan trips or invite visitors into school to bring class work to life. Examples of places we visit are: the British Museum, the Postal Museum, The Arts Depot Theatre. We also have

'Coppetts has amazing and wonderful TAs and teachers here. They all have made learning fun' Year 6 pupil



themed events/weeks where classes come off timetable and focus either for a day/two days or even a week. Examples of this include: International Week, Healthy Living Week, Anti-bullying Week, Online Safety Week, etc.

Our school finances are rigorously managed and we are not currently in deficit. Although the school faces financial pressures and uncertainty, we are in a better position than many schools moving forward.

KEY INFORMATION

Pupils on roll	245
Pupil Premium	33%
SEN	22.5%
EHCP	6.5%
EAL	50.6%
Awards include	Inclusion Quality Mark
	School Games Mark - Gold
	Heathy Schools London - Silver
	Gold Stars Award
	Healthy Early Years London – Silver (Children's Centre
Our website	https://www.coppettswoodprimary.org.uk/

99% of our parents who completed our questionnaire last year said their child was happy at our school.

100% said they would recommend the school to other families.

On our website you will find much more information including our policies, staffing structure, governing body and performance tables.

Coppetts Wood is the best school ever' (Year 6 pupil)

- we hope you will want to join us and keep us being the best school!