

February 2018

Lead Practitioner



**WEXHAM COURT
PRIMARY
SCHOOL**

WEXHAM COURT PRIMARY SCHOOL

Welcome to
Wexham Court Primary School



Church Lane
Wexham
Slough
Berkshire SL3 6LU

Telephone: 01753 524989/524533

Headteacher: Miss N Mehat BA QTS. N.P.Q.H.

Chairman of Governors: Mr J Reekie

Status: LA maintained Co-Educational School
Age Range 3+ to 11 years

Number on roll: 702



Welcome from the Head Teacher

January 2018

Dear Applicant,

Thank you for your interest in the position of Lead Practitioner at Wexham Court Primary School. As you will have gathered from the advert, Wexham Court is a forward thinking and innovative school, trying to embrace 21st century learning styles. As a school community, we are very open minded and ready to embrace new and exciting challenges together.



The children in Wexham are delightful and we feel privileged to be a part of their learning journey and immensely enjoy their company. The staff and pupils have a mutual respect for each other and work well as a team. Wexham is in a very strong position, with good results, we are proud of our achievements and believe we do a good job here. The school is looking for someone who can inspire and support our staff and pupils as we prepare them for the ever-changing landscape ahead of them.

The school vision is to 'prepare every child to be a successful individual in an ever evolving world' and it permeates throughout everything we do. We believe the children must master the following four areas to be able to achieve this vision:

Resilience

Communication

Creativity

Curiosity

Our curriculum is designed to enhance these and to reflect our international community. We are looking for a knowledgeable leader who will inspire, motivate and lead our teachers in developing further our well-being curriculum. PSHE, RE, PE and horticulture are key components of the curriculum and therefore the ideal candidate will have passion for these and understand how the subjects can interact with each other to support the pupils pastoral development. We want our children to be leaders who can debate with clarity, have morals that have been tested and the ability to reflect. It is important that children know that they play a part in this world and that they have key responsibilities.

We are happy to take on board your ideas and passions; the only thing we will not compromise on is our commitment to the wellbeing and education of our delightful children. They need us to be the best we can be so that they can be the best they can be. There at times you may need to deliver difficult messages or have the opportunity to shout about great lessons. In both situations it is your clarity, expertise and problem solving that will make the difference. Behaviour is excellent at Wexham. The pupils love to learn and you will love their company. I promise.

We want to support you in being the best you can be and in achieving your goal. Professional development is highly valued, therefore we are keen to recruit a practitioner who has ambitions to develop their leadership beyond assistant head. This may be through incremental coaching, mentoring, and good internal/external training. Teamwork takes high priority with colleagues supporting each other, through informal chats, after school drinks or more organised meetings.

This school is truly unique and a wonderful place to work. I would strongly recommend a visit so that you too can meet our lovely pupils and staff, discuss our priorities and vision as well as see the school in action.

I look forward to hearing from you soon.

Miss Navroop Mehat - Headteacher

Welcome from the pupils

Welcome to our school,

We would like you to know that this is a welcoming, safe and exciting school that never lets anyone down. There is always help if you need it no matter how big or small. It feels like a happy community with wonderfully nice teachers.

We need a teacher who will:

- Keep the school happy
- Give advice if anyone in our school is in a tough situation
- Wants to have fun and be active
- A person who is happy to talk to anyone about any worries they may have
- Give tips to help improve any child's work or attitude
- Be a role model, someone we can look up to like the Head Boy & Head Girl, be an example for all to follow
- Help us to improve our work and organise lots of fun activities and trips
- Help us win lots of tournaments, competitions and house points



We will make you feel very welcome, listen to your good advice and try our very best every day. We promise to say good morning and share with you our many stories.

Harry and Annika



WEXHAM COURT PRIMARY SCHOOL

History of the School

Wexham Court Primary School has served as a place of education for the children of families that have come to settle in Slough since the 1950s. Pupils, parents and the community, value the school as a centre that promotes cross-cultural learning, develops life skills and promotes an energetic and creative approach to learning.



The school is situated in extensive grounds on the site of a farm estate that dates back to the 13th Century. The school's name is based on the manor house, home farm and church that were all part of a moated complex, known as Wexham Court Estate. The Parish Church of St Mary's Wexham, built in the 12th century, remains largely unchanged on land near the School.



Today, Wexham Court Primary School still retains its grass areas for sports and play, a wooded nature trail that grows on the site of the medieval moat, oak trees that were planted in the 18th Century and a refurbished barn from the early 19th century. These historic features provide a valuable natural learning environment for the pupils and make it a school that is unique in the area.

The site has a poly tunnel and various raised beds, in which all pupils grow their own produce. This is later served in the canteen or entered into the 'Stoke Poges Horticultural Show', which we have won six years running.

Wexham has many awards; such as the Sustrans cycling cog, Investors In People Gold, RWI phonics badge of excellence, Bristol standards, healthy schools and many more. We believe competition is healthy and use our house system to organise events throughout the year.

The school badge reflects its history, with images of an acorn, wheat-sheaf and moat.



Innovation distinguishes between a leader and a follower

Dates: April / September 2018
Location: Berkshire
Contract type: Full time
Position: Lead Practitioner
Salary: Leadership Scale L1-L7



Ask yourself, are you ready to lead education in a 21st century school?

If so, get in touch or drop by, because we are looking for people like you.

The school would like to invest in a **Lead Practitioner** to lead and develop the **Well-being curriculum** and team at Wexham Court Primary School. Our aim is to have a well-being curriculum that will enhance our **project based enquiry learning**. The curriculum should inspire both staff and pupils and perpetuate our vision which is to 'prepare every child to be a successful individual in an ever evolving world'. This permeates through everything we do. We believe **Resilience, Communication, Creativity, Curiosity and Community** enable us to meet this.

The ideal candidate will have:

- An open mind and growth mind set
- Excellent problem solving skills
- Great interpersonal skills and good communication
- A good comprehension of the curriculum especially Maths, English, PSHE, RE and PE
- Gardening and horticulture experience is a bonus
- Excellent organisational skills
- The ability to inspire and motivate others

Leadership experience is preferable however ambition, innovation and creativity are essential.

The senior team is resilient, innovative and likes to challenge the norm. There is a strong commitment to professional development, as we believe in lifelong learning.

We can offer:

- Quality and continuous development internally and through programmes such as Ambition Leadership
- Coaching and mentoring to become a strong leader or preparation for headship
- A lively, social and caring staff who will make you feel at home
- Curious pupils waiting for you to challenge them further
- A school wide comment to improving work life balance
- Links with other schools and universities, health care benefits and finance management

Wexham Court is a beautiful school situated on a medieval farm. We have exceptionally high quality planning for **Maths Mastery and T4W** already in place, so that you have more time to prepare and adapt lessons to meet the needs of your class.

Visits to the school are **strongly recommended**. Further information on the school, staff benefits and application packs can be obtained from the website www.wexhamprimary.com, by email:

pa@wexhamprimary.com or on 01753 524 533. Don't forget to check out our Twitter feed on

@wexhamPS Closing date: 26th February 2018 We are happy to accept application forms in advance

Wexham Court Primary School is a friendly and caring school that is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment

Profile of a 21st Century Lead Practitioner at Wexham Court

Creative and resourceful

Ambitious

Compassionate

Relates to the pupils

Inspiring and motivational

Willing to take risks and experiment

Great sense of humour

Open-minded

Is the solution and not the problem

Embraces the digital age

Thinks on a global scale

Believes in what they are doing

Believes in the children

Can make things happen (big or small)

Promotes equality and inclusion

Is a holistic thinker

Brilliant subject knowledge around mental health, PSHE, RE and a positive attitude to PE

Believes in and promotes healthy mind, body and soul

Is the leader people want to follow

Trustworthy, truthful and authentic

Communicates well, listens even better



Nothing is so embarrassing as watching someone do something that you said could not be done.

Sam Ewing

Letter from staff:

Dear Applicant,

We are delighted that you have shown an interest in Wexham Court. We wanted to let you know some of the key things about working at Wexham. First of all, what you see is what you get. The leadership team are approachable and go out of their way to help. The children are truly amazing! The behaviour is very good here and pupils are always willing to learn. The school has lots of resources such as IPADS, smart boards, art supplies and have just purchased a school radio.

The parents are supportive. They often thank us for our hard work and even bring food in during parent's evenings. They understand we work hard and allow us the space to do our job.

Teaching can be very stressful but you are given time out of class to do additional things. An example of this is that all staff have a day out of school to write reports and time to do assessments. If you are struggling, there is always somebody to help or chat to. We believe that our teaching is good and we often share our really good teaching, which can be very motivating as we have learnt so much from each other.

The school pay for all hot drinks and provide lots of treats such as an Easter breakfast, and FUN DAY Friday treats and events. The school has health care benefits such as counselling and physiotherapy. If you are keen, you can even join the staff netball team.

The most important thing to know is that we are a really strong team and need staff who are energetic, ambitious and forward thinking. Come in and have a chat with any one of us and we will be more than happy to answer your questions.

Finally, come and see the school first hand – it is like no other.



phillipmartin.info

A person who stands for nothing, falls for everything!

Proverb

| Person Specification | | Assistant Head Teacher of Wexham Court Primary School | | | |
|--|---|---|---|---|---|
| | E (Essential) D (Desirable) A (Application Form) I (Interview) | E | D | A | I |
| Qualifications | | | | | |
| 1 | Qualified Teacher Status | ✓ | | ✓ | |
| 2 | Honours degree (2:2 or above) or equivalent qualification | ✓ | | ✓ | |
| 3 | Evidence of recent relevant professional development and study e.g. NPQSL or Master's, or other training in preparation for leadership | | ✓ | ✓ | |
| Successful Experience | | E | D | A | I |
| 4 | Successful leadership & management experience that has led to raising standards in teaching & learning and whole school progress | ✓ | | ✓ | ✓ |
| 5 | Experience of leading performance appraisal | | ✓ | ✓ | ✓ |
| 6 | Experience of working effectively in a multicultural community | | ✓ | ✓ | ✓ |
| 6 | Have produced and implemented strategic and improvement plans | ✓ | | ✓ | ✓ |
| Knowledge and Understanding Able to evidence and apply up to date secure knowledge and understanding of: | | E | D | A | I |
| 8 | National policies and developments in primary education, current educational issues, and the statutory and Ofsted frameworks within which a school operates to meet all pupils needs | ✓ | | ✓ | ✓ |
| 9 | What constitutes excellent classroom practice and a clear understanding of how to improve the quality of effective teaching and learning within the Ofsted framework | ✓ | | ✓ | ✓ |
| 10 | Innovation in curriculum design to enhance teaching and learning which enables pupils to become self-motivated and effective learners | ✓ | | ✓ | ✓ |
| 11 | The process of school self-evaluation | | ✓ | ✓ | ✓ |
| Skills | | E | D | A | I |
| 12 | Effective management skills to include: people management skills to include delegation coordinating, monitoring and evaluating all aspects of performance successfully | | ✓ | ✓ | ✓ |
| 13 | Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people | ✓ | | | ✓ |
| 14 | Accurate use of data to inform plans and actions. Ability to clearly and effectively communicate the results of any comparative data to a range of different audiences in simple terms | ✓ | | ✓ | ✓ |

| | | | | | |
|---|---|---|---|---|---|
| 15 | Ability to engage parents/carers in the life of the School and to further improve attendance within the School | ✓ | | | ✓ |
| Leadership and Management | | E | D | A | I |
| 16 | Be able to see the big picture and translate that to others with clarity | | ✓ | | ✓ |
| 17 | Exceptional ICT, organisational and administrative skills in order to use systems effectively to ensure progress | ✓ | | ✓ | ✓ |
| 18 | Demonstrate a methodical and analytical approach to work | ✓ | | | ✓ |
| 19 | The ability to hold to account underperformance or promote good performance to get the desired effect. | | ✓ | ✓ | ✓ |
| Teaching and Learning Able to demonstrate evidence of: | | E | D | A | I |
| 20 | Leading and improving teaching through constructive feedback, review and evaluation to secure continuous improvement | ✓ | | | ✓ |
| 21 | High expectation of behaviour across the School for students and staff | ✓ | | ✓ | ✓ |
| 22 | Able to understand the skills required to be an outstanding classroom teacher able to deploy innovative teaching and learning strategies linked to the schools vision, ethos and SIP in order to achieve a consistent record of student success | ✓ | | ✓ | ✓ |
| Personal Attributes Able to demonstrate evidence of: | | E | D | A | I |
| 23 | The ability to manage one's self, including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances | ✓ | | ✓ | ✓ |
| 24 | Ability to establish and promote a safe, secure and healthy learning environment for pupils and staff. Ability to promote a healthy work-life balance for staff and oneself | ✓ | | | ✓ |
| 25 | Ability to think outside the box and bring clarity, excitement and innovation into the curriculum. | ✓ | | ✓ | ✓ |
| 26 | Committed to undertaking continuous professional training and assist with the professional development of others | ✓ | | ✓ | ✓ |
| Attitudes and Approaches The successful candidate will: | | E | D | A | I |
| 27 | Demonstrate a positive approach with enthusiasm, resilience and perseverance and use this to motivate others and the ability to problem solve effectively | ✓ | | | ✓ |
| 28 | Committed to safeguarding and promoting the welfare of children and successfully DBS cleared | ✓ | | | ✓ |

JOB DESCRIPTION: ASSISTANT HEADTEACHER

| | |
|--------------------------------|--|
| Responsible to: | Head Teacher |
| Position in the school: | Member of the SLT, leading on Teaching and Learning. Support the SLT in leading a phase. |

Main purpose of the job

Carry out those responsibilities defined by statute with specific reference to conditions of Employment of Deputy Head Teachers in the DfE (DCSF) publication 'School Teachers Pay and Conditions,' including the educational standards, internal organisation, management and control of Wexham Court Primary School.

Assist the Head Teacher in the effective leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Head Teacher in keeping with relevant policies and practices.

Assist the Head Teacher in all aspects of the day-to-day administration and organisation of the school, as agreed with the Head Teacher, including taking responsibility for agreed areas, such as timetables and duty rotas.

Assist the Head Teacher in shaping a vision and direction for the school, setting out very high expectations with a clear focus on student achievement and progress.

Provide guidance and support to middle leaders and other staff in order to improve the quality of teaching and learning through the implementation of an engaging and exciting curriculum.

Build and develop appropriate relationships with students, parents, staff, governors and other stakeholders to develop and enhance the achievements and good reputation of the school.

To strategically lead on the development and implementation of the use of meaningful data to ensure informed interventions for both attainment and progress for all learners.

Take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the Head Teacher and Governing Body.

Core job functions: PERSONAL RESPONSIBILITY

- a. To implement school policies including those relating to Race Equality, Equal Opportunities and Health and Safety
- b. To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- c. To advise the Head Teacher on development issues and planning relating to the education of pupils within all Key Stages in a timely fashion.
- d. To play a full and active part in activities related to teaching and learning for all students and staff.
- e. Be an excellent role model for all members of staff and for pupils in all aspects of school life. To actively promote the aims and vision of the school.

Core job functions: TEACHING & LEARNING

- a. To ensure that teaching is consistently delivered to a high standard through effective planning and regular evaluation, and through using a range of teaching strategies which match a range of pupils preferred learning styles to achieve student success.

- b. To make proper arrangements for the assessment of pupil's work, as required by school policy and in order to track pupil progress against targets.
- c. Inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- d. Actively promote equality of opportunity by assisting the Head Teacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, special educational needs, English as an additional language, disability and emotional needs that may affect learning.
- e. To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- f. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- g. To teach a class or group as required by the Head Teacher.

Key Accountabilities: LEADERSHIP & MANAGEMENT RESPONSIBILITIES

- a. Make clear quantifiable data available to a range of audiences to support self-evaluation, using FFT, ASP and internal data in relation within areas of accountability.
- b. Lead on quality assurance for Teaching and Learning and curriculum.
- c. Play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Head Teacher, governors and other senior staff.
- d. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Head Teacher.
- e. Help implement and sustain effective systems of quality assurance for all key areas of accountability.
- f. Assist the Head Teacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
- g. In conjunction with the Head Teacher, Bursar ensure funds are used effectively to provide best value within agreed expenditure limits.
- h. To ensure the quality and health and safety of the school buildings remain suitable and safe in line with appropriate legislation and guidance.
- i. In conjunction with the Head Teacher ensure the effective delivery of good quality people management practices to achieve high standards and harmonious and positive relationships.
- j. In conjunction with the Head Teacher to be responsible for dealing with matters relating to disciplinary issues in accordance with employment law and relevant statutory guidelines such as those provided by the DfE and General Teaching Council for England.
- k. Take a significant role in the implementation of all aspects of the school's performance management practices in accordance with statutory requirements to secure school improvement and individual professional development.
- l. Work in accordance with LA and DfE strategies and policies and liaise with LA staff and other external agencies as appropriate.
- m. Work closely with the Head Teacher and the Governing Body.

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade as directed by the Head Teacher, commensurate with the grade of the post.

Generic Accountabilities

Participate in recruitment and selection, as agreed with the Head Teacher.

Attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.

Attend occasional meetings during evening hours, at weekends or in school holidays, as required

Take whole school assemblies and to support other staff with assemblies.

Prepare and present reports, as required to governors, LA officers, parents, or outside agencies.

Safeguarding Children

In accordance with the school's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009, this guidance was revised in 2015 by the Safer Recruitment Consortium). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Wexham Court Primary or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and the GDPR regulations coming into effect in 2018 are properly applied to pupil, staff and school business/information.

Freedom of Information

The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

Smoking Policy

Smoking is not permitted in any premises or grounds managed, leased or owned by Name School. Smoking is not permitted in school vehicles or in any vehicle parked on school premises.

How to Apply

Contact

To book onto a tour, to receive an application form or to learn more, please contact Attia Mian at Wexham Court 01753 524989 or email pa@wexhamprimary.com

The Appointment Process

Applicants are asked to submit applications to: pa@wexhamprimary.com

The application form includes career history and contact details and therefore a CV is not accepted. A supporting letter is required and should be no longer than 2 pages of A4. Please ensure that you detail how your experience and skills will meet the vision of the school.

Timetable

Please ensure that your application is sent to us by Monday 26th February 2018

Visits to the school are welcomed and strongly recommended because I know you will love it! Please contact Attia to arrange an appointment on 01753 524989 Ext: 214

References

If you are selected for interview, references will be requested prior to interview. Please ensure your referees are aware of our timescales.

Wexham Court follow strict safer recruitment procedures to ensure the pupils receive the best care from the adults around them.

