

The Queen's Church of England School  
Cumberland Road  
Kew  
TW9 3HJ  
Headteacher Appointment

# WELCOME TO THE QUEEN'S SCHOOL

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Dear prospective applicant

Thank you for your interest in the position of Headteacher at The Queen's Church of England Primary School, Kew.

Grounded in our school values of love, compassion and respect, our school is a happy, successful, primary school in South West London. Highly capable, committed, staff work closely with the whole school community to support pupils to develop as confident learners, well equipped for the next stage in their education and future life. We celebrate our Christian distinctiveness as well as our inclusivity and diversity.

With the departure of our long-standing Headteacher to a new Headship, there is now an opportunity to lead this much-loved, well-supported school as it works to embed sustainably the ethos and practice that has enabled it to play such a fundamental role in the early years of so many children.

*"This is now an outstanding school where pupils are exceptionally well prepared for the next steps in their lives and education"*

*Ofsted (2017)*

Having successfully moved into a new building in 2017, there are exciting opportunities to further develop our outdoor facilities, and our emerging strategies for community engagement, volunteering, and environmental developments offer opportunities to extend the role the school plays in our community.


We are looking for a new Headteacher who will be motivated by the challenge of taking excellence forward and pursuing new opportunities for 420 passionate, fun and inquiring children. An imaginative leader, you will understand how to inspire, harness and encourage a loyal and talented team of education and childcare professionals, supporting their professional development and identifying opportunities to extend the school's expertise while ensuring the children's curiosity, progress and attainment, and safety are protected and nurtured. You will support and further develop our Christian ethos working closely with the Southwark Diocese Board of Education and the local clergy and our children have written to you as well, setting out what they are looking for from you.

Our school is supported by an experienced and dedicated Senior Leadership Team and a committed and supportive Governing Board. We have an active parent body and a dynamic Parent Staff Association which raises significant sums to support the school's needs.

We hope the information included here will help you to understand the contribution your leadership could make to our school, but if you would like any additional information, please email Michelle Jones, PA to the Headteacher at [mjones@queens.richmond.sch.uk](mailto:mjones@queens.richmond.sch.uk).

The energy, vibrancy and commitment of our children and staff come across best in the school itself, so please do come and visit us: we would be delighted to show you around in the weeks leading up to the Easter break (the end of term is Friday 5<sup>th</sup> April).

On behalf of The Queen's School's children, our colleagues, and the Governing Board, we look forward to meeting you, and to receiving your application to lead our vibrant school community.



Laura Coughtrie & Inga Hall  
Co-Chairs of The Queen's School Governing Board

# WELCOME TO THE QUEEN'S SCHOOL

Dear prospective Headteacher,

Our school is looking to appoint a new headteacher. The abilities and skills that we think are required for the leader of our school are as follows:

- being kind, helpful and amazing
- being firm but fair
- liking children and caring for us and our school
- a positive attitude and enthusiasm
- remembering what it is like to be a child, and having a sense of fun
- creative and open to new ideas

We hope you have these qualities and we are looking forward to meeting you.

Yours faithfully,  
The Queen's School



# OUR SCHOOL

The Queen's School, Kew, is a Church of England primary school in the London Borough of Richmond. Founded in 1810, we are a Voluntary Aided two-form school in the parish of Kew, St Anne within the Diocese of Southwark. Our school encourages **every** child to reach their full potential, nurtured and supported in an inclusive Christian community.

*"The Queen's School really does live and learn through the Christian values of love, compassion and respect. They strengthen the lives of the whole community including those of other faith traditions and those of none".*

SIAMS, 2016

The children and their learning are at the heart of everything we do. Our children inspire our teachers to be aspirational in their teaching. They inspire our governors and staff to develop the vision for our school that ensures all children enjoy their learning journey, achieve excellent academic success and have the personal dispositions and skills to become confident, independent and resilient in the next stage of their education. The children achieve well academically, and also enjoy a wide range of sporting, musical, and cultural opportunities which we prioritise as part of their learning and development. A strong theme of Christian distinctiveness runs through everything we do, with the children learning the importance of tolerance, respect for difference, and their role in the broader

communities in which they live.

The children, staff, and everyone connected with the school were delighted when our school was recently recognised as an Outstanding school by both Ofsted (2017) and SIAMS (2016): and we continue to develop our curriculum and learning journey, ensuring the children benefit from our "Aiming High" programme of learning and teaching.

A challenge for our new Headteacher will be to build on these successes, not simply by maintaining the high standards already embedded across the school, but striving to find new ways to develop and improve and in doing so equip each of our children with skills for life.

*"Pupils behave impeccably in and out of lessons. They take care of each other and thrive on the responsibilities the school provides for them".*

Ofsted (2017)

The Queen's School has proudly served local children for more than 200 years. We have recently completed an entire new school building, giving the children the opportunity to learn in a modern environment, supported by the facilities their curiosity and energy deserve, including a new 3G pitch, outdoor classrooms, quiet play space and an extensive re-development of our playing fields to maximise the benefits derived from our extensive outdoor space. As a result of that development, the school now has a range of facilities from which we encourage the community, as well as our children, to benefit.

## SCHOOL INFORMATION

Type of school	Voluntary Aided Church of England School
Age Range	4— 11 KS1 & KS2
Number on roll	420 full-time from Reception to Year 6
Average class size	30 pupils
Number of staff	51 individuals / 39 FTE
Number of Teachers / TAs	20 Teachers / 22 TAs 17.7 FTE / 15.9 FTE
Attendance 3/9/18—29/1/19	96.24%
Pupils with EHCP	9 (2%)
Pupils with SEN support	23 (5%)
PPG pupils	18
EAL pupils	145 (34.8%)
FSM pupils	17



# MISSION AND VISION

***Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of love, compassion and respect.***

At The Queen's School we want to provide a learning journey that encourages our children to be independent, well-rounded and confident achievers, supported and nurtured by motivated and committed staff.

We believe that each child should be encouraged to achieve the highest standards possible within a stimulating, creative and secure learning environment where our Christian values of love, compassion and respect are at the heart of everything we do.

We want our school to be a welcoming and inclusive school and as staff, governors, parents and members of the wider school community, our aim is to make this vision a reality through the following vision priorities.

## Current Vision Priorities

*"All the teachers are kind and understanding and will explain something in different ways if you don't understand it".*

*Queen's pupil*

Learning and Teaching	To provide an inspiring, stimulating and inclusive environment, instilling a love of learning to enable each child to achieve academically and creatively; made possible by valued, mutually supportive and committed staff.
The Whole Child	To empower each child to be independent, confident, thoughtful and resilient. Grounded in Christian values and well equipped for a future beyond The Queen's School.
Learning Environment	To make the most creative use of the internal and external space, providing each child with the best opportunities and a safe environment to develop intellectually, creatively, physically and emotionally.
The Queen's School Community	To be outward looking at the heart of our local community, sharing our expertise and working in partnership to enrich our children's appreciation of the wider world.



# THE OPPORTUNITY

The Governing Board now seeks an exceptional individual to succeed our current Headteacher, after eight years of commitment to The Queen's School. In her successor, the Governors are looking for a leader:

- excited by the opportunity to build on our recent successes and able to identify new opportunities
- who will bring strong, motivating, leadership and the skill, imagination and insight to develop further our school's academic provision
- with a purposeful and warm character, and the ability to support, nurture, and develop our children, and
- for whom preserving and strengthening the sense of family and community that makes our school special will be a personal priority.

*"My child's class teacher has been fantastic. She is a thoughtful and dedicated teacher who clearly cares deeply about her job, the class and the wider Queen's community. Thanks to her hard work and that of the support staff in the class, [my child] has been skipping to school this term and has made lots of friends and has grown in confidence".*

Parent

*"My children love learning without even knowing they are learning".*

Parent

For us, it is essential that our next Headteacher brings a demonstrable passion for the teaching of children in challenging and imaginative ways, along with the kindness and sense of fun the children currently enjoy.

Our new Headteacher must be able to articulate and deliver a clear vision for the future to the staff and both current and prospective parents, taking a strategic approach to the development of all aspects of the school. The Queen's School is fortunate in having a superbly able, trusted and committed staff team: this leadership role is an opportunity to

work with talented, dedicated, colleagues to take our school forward for the benefit of the children it serves.

Our new Headteacher must also have a strong understanding of school finances and understand how best to respond to, and work within the constraints of the financial pressures that exist in schools up and down the country, and to work closely with both the Governing Board and the School Business Manager to ensure the school's longstanding financial sustainability.

*"Pupils approach their learning with vigour, enthusiasm and commitment in lessons".*

Ofsted (2017)

The Headteacher's responsibilities in conjunction with the Governing Board include the appointment of all teaching staff, the direction of the teaching, the content and organisation of the curriculum, and the management and discipline of the School. The Headteacher with the Governing Board will formulate the overall aims and objectives of the school and policies and lead the school in successfully delivering them. The Headteacher will also take forward good relationships with the local community, parents, prospective parents, and alumni.





# JOB DESCRIPTION

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**JOB TITLE:** Headteacher

**GRADE:** L18-L24 (Group 3) £63,930 - £72,813

**TERMS AND CONDITIONS** — As set out in School Teachers' Pay and Conditions 2018

**DATE EFFECTIVE:** 1<sup>st</sup> September 2019

**JOB PURPOSE:**

The Headteacher is responsible for leading and managing the school to achieve its success and development through excellent education that inspires and encourages its pupils and the entire school community.

**MAIN ROLES AND RESPONSIBILITIES:**

***Leadership***

- Drive progress towards achieving the overall vision of the school in partnership with the Governing Board, staff and the wider school community;
- Support and enhance the Christian spirituality and ethos which are lived out in the school values of love, compassion and respect that underpin the school;
- Identify priorities for ongoing improvement by monitoring, challenging and evaluating the performance of the school through regular self-evaluation and external review;
- Motivate and inspire staff, taking responsibility for their professional development using feedback, empowerment and performance management;
- Challenge, influence and inspire the entire school community to attain ambitious goals, acknowledging excellence and using positive reinforcement to bring about improvement;
- Collaborate widely by sharing the school's best practice and learning from others;
- Work effectively and collaboratively with the Senior Leadership Team and all staff;
- Ensure that the management, finances and organisation of the school supports its vision and aims.

***Teaching and learning***

- Ensure the highest possible standards of teaching and learning across the school, leading by example;
- Encourage a culture of shared responsibility for learning between staff and pupils, regularly monitoring and evaluating progress;
- Develop, promote and review a rich, creative and balanced curriculum that encourages every child to reach their full potential;
- Uphold the importance of Christian worship as central to the daily activities of the school;
- Create and maintain an effective partnership with parents and carers to support and enrich pupil learning and personal development;
- Ensure that parents, carers and pupils are well informed about the curriculum, attainment and progress.

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# JOB DESCRIPTION (cont.)

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## **Values**

- Put children at the heart of all you do;
- Support and build on the school's strong, inclusive Christian ethos, ensuring that individuals feel valued, and encouraging personal endeavour and responsibility;
- Foster and promote a sense of community within the school, including relationships with and between the children, staff, parents and carers;
- Encourage strong relationships with the wider community;
- Work closely with the Clergy and maintain strong links to the Parish Churches, promoting spiritual life and worship at the school and encouraging richness and diversity;
- Support and promote the work of the Parent Staff Association.

## **Safeguarding and equality**

- Uphold equality of opportunity as being central to all school activities, identifying and addressing any barriers to a positive experience of school life;
- Foster an open, fair and equitable culture, leading by example;
- Have a thorough knowledge of all relevant safeguarding policy and procedures and have a firm commitment to ensuring best practice throughout the school;
- Use effective strategies and procedures for staff recruitment and induction;
- Be the Designated Safeguarding Lead (DSL) for Child Protection in the school and take lead responsibility for safeguarding and child protection. The full description of the following points are detailed in the school's Child Protection policy on the school's website and includes:
  - Managing referrals
  - Working with other agencies
  - Undertaking formal training carried out every two years
  - Raising awareness of safeguarding
  - Availability to deal with safeguarding concerns.

*This job description forms part of the contract of employment of the person appointed to this post. The aspects are not in priority order, are not exhaustive and are likely to evolve with time according to variations in primary education practice. All Headteachers must comply with the job requirements as set out in the School Teachers' Pay and Conditions Document and the National Standards for Headteachers. The Headteacher is legally and contractually accountable to the Governing Body for the school, its environment and all its work. He or she must also fulfil the wider accountabilities in relation to pupils, parents, carers, the LA, Diocese and other relevant groups.*

# PERSON SPECIFICATION

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The successful candidate will personify The Queen's School's distinctive values and ethos, and bring ambition and personal commitment to the rounded success and happiness of our children. It is not essential that you are a practising member of the Church of England, but it is essential that you would be committed to supporting and developing the strong Christian ethos that characterises The Queen's School.

Whether an established or emerging school leader, you will be able to demonstrate that you:

## ***Leadership***

- Are recognised as an inspirational and experienced leader in the school environment;
- Will work effectively in partnership with Governors to challenge the school to be the best it can be, also drawing on school self reviews and external evaluations;
- Have vision, think strategically, and can plan and organise effectively, embracing and promoting change, and thinking creatively;
- Are able to develop and lead a team towards achieving challenging goals;
- Inspire and support staff to achieve their full potential through active management and development;
- Have a sound understanding of organisational, financial and administrative practice, and understand the school's financial context, and have the ability to control and manage budgets and resources (time, people, equipment and facilities) effectively;
- Are an excellent, enthusiastic and visible communicator with all audiences.

## ***Teaching and learning***

- Have a passion for education with experience as an excellent primary school teacher;
- Possess a deep understanding of the principles and practice of effective teaching, learning and assessment from Foundation Stage to KS2;
- Uphold the importance of Christian worship as being central to the daily activities of the school;
- Are deeply committed to the entitlement of each child to excel as a learner and reach their potential as a well-rounded individual;
- Enjoy inspiring excitement and curiosity;
- Take an innovative, creative approach to teaching and learning in a high performing school, enriching academic achievement with a broad range of learning opportunities;
- Fully support the excellence of the opportunities and provision for our SEND, PPG and EAL children and embrace our commitment to diversity and inclusivity;

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# PERSON SPECIFICATION (cont.)

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## Values

- Put children at the heart of all you do;
- Can support and foster the ethos of the school, which is underpinned by the Christian values of love, compassion and respect;
- Can establish strong rapport with children, parents, staff and the wider community based on mutual trust and understanding;
- Show awareness of the importance of developing yourself professionally and personally, whilst recognising the value of a good life-work balance;
- Actively promote the welfare of children to achieve the best outcome for every child and as part of this to ensure and develop strategies for the mental and spiritual well-being of the school community;
- Have a thorough up to date knowledge and experience of safeguarding regulations.



# TERMS OF APPOINTMENT

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The successful candidate will take up the appointment in 2019, ideally commencing in time for the beginning of the academic year.

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## HOW TO APPLY

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### THE APPLICATION PROCESS

The post will be advertised on e-teach and TES online. Applicants are encouraged to visit the school before submitting an application.

Applications should be made on the downloadable application form provided. You should write no more than 1,000 words for your supporting statement. This can be on separate sheets.

Please read carefully the Job Description and Person Specification that follow. Candidates should address these selection criteria in the application form and supporting statement as they will determine whom to shortlist for interview.

Applications should be submitted to [governor@queens.richmond.sch.uk](mailto:governor@queens.richmond.sch.uk). All applications will be acknowledged by email. The closing date for applications is noon on **Thursday 18th April, 2019**.

Shortlisted candidates will be advised by phone or email on Thursday 18th April. Written information regarding the interview process will be provided by email. References will be taken up at this stage.

Candidates should be available to attend an interview for the whole day on either **Wednesday 24th or Thursday 25th April 2019**.

The full governing body will meet at the end of the interview process to hear the recommendation from the recruitment panel. Candidates will be advised of the outcome either that evening or as soon as possible afterwards.

### CONTACT US

If you have any questions, or you would like to arrange an informal visit to the school, please contact Michelle Jones, PA to the Headteacher on [mjones@queens.richmond.sch.uk](mailto:mjones@queens.richmond.sch.uk) or by phone on 020 8940 3580.