



BRACKENBURY PRIMARY SCHOOL

Appointment of Headteacher

Information for Candidates



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BRACKENBURY PRIMARY SCHOOL

Dalling Road, Hammersmith, London W6 OBA Tel 020 8743 3074 Fax 020 8743 1776
Email admin@brackenbury.lbhf.sch.uk www.brackenbury.lbhf.sch.uk

Headteacher: Jacqueline Roberts BA **Deputy Headteacher:** Mr Jamie Allen

15 December 2015

Dear Candidate,

On behalf of the Governors, I would like to thank you for the interest you have shown in our advertisement for the position of Headteacher at Brackenbury Primary School.

The Governors intend to appoint a committed, knowledgeable, determined and effective leader who has the vision to lead the staff and children in developing Brackenbury as an outstanding school at the centre of our local community.

Brackenbury is a Community School is set in a diverse area. It abuts the leafy streets of "Brackenbury Village", a popular and desirable residential area, as well as some areas of greater deprivation. The area is well served by public transport, and includes the beautiful and much-loved Ravenscourt Park.

You will see from the enclosed pack that ours is a caring, inclusive school and we are looking to appoint someone who will maintain and build on the ethos that has been created.

Governors are keen to ensure that our school continues to develop in order to provide the best environment for learning, maximizing opportunities and attainment outcomes for our children.

The school is fortunate to have a committed and experienced Governing Body, supported by a hardworking and dedicated staff, as well as a very active Parents Association who tirelessly raise funds for the school.

You will have the opportunity, alongside the Governing Body, to continue to shape the vision and drive the school to the next phase in its development.

We are aware that it is often difficult to get the feel of a school or area simply from the information in the pack. We would, therefore, positively encourage you to contact Tim Rampley on 020 8743 3074 to arrange a visit. Such a visit will allow you to begin to understand the ethos of the school and I am sure will help you in the preparation of your application.

I hope that you will decide to apply and, if this is the case, please include with your completed application form your supporting statement, which should relate closely to the personal specification.

We look forward to receiving your application and thank you once again for your interest.

Yours sincerely,

Chris Allen

Chair of Governors





Following the announced retirement of our current Headteacher, the Governing Body of Brackenbury Primary School is seeking to appoint an inspirational and ambitious leader with a clear vision.

Brackenbury Primary School is a successful, vibrant and popular two-form entry school in Hammersmith, near Ravenscourt Park. We are a happy, inclusive school, which is firmly committed to raising standards of achievement. The community we serve is culturally and socially diverse, and the school is fully reflective of that diversity. We were graded 'Outstanding' by OFSTED in 2009.

We are looking for someone who can support our vision, where we *“nurture ambition and develop lifelong learners who have the confidence and skills to be happy and successful in an ever-changing world. Our children learn to respect themselves, each other, and the wider community.”*

The school also runs an extended day and holiday provision and the successful candidate would be expected to manage and drive it forward.

Governors are looking for someone who:

- is passionate about all children's progress and attainment
- believes that a creative curriculum is the best way to achieve this
- can get the very best from their staff through high expectations and effective people skills
- sees the school as a vital part of the local community, including working with its various partners
- has the ambition and skills to lead an outstanding school.

We can offer:

- a Community School that reflects its vibrant and diverse community
- an inspiring and creative school environment to work in
- the opportunity to work with a dedicated, passionate and committed staff team.



Brackenbury is a large, vibrant, welcoming school in the borough of Hammersmith and Fulham.

‘At Brackenbury we nurture the desire and ability to learn so that all our children have the confidence and skills to be happy and successful in an ever-changing world. Our children learn understanding and respect for each other and the community we live in.’



‘Pupils make excellent progress and reach exceptionally high standards in this outstanding school because they thrive in a purposeful, caring and welcoming environment.’

Ofsted 2009

Brackenbury Primary School - Data

Type of school	Maintained Primary School
Age range	3-11
Location	Dalling Road, Hammersmith W6 0BA
Denomination	Non denominational
Co-educational or single sex	Mixed
Budget	Budget of approx. £2.5M. Budget in balance with a healthy contingency.
Number of children on roll	489
Average class size	Max class size 30. Two form entry of 60 each year group with two 'bulge' years of three forms (Y3 and Y6)
Absence	95.1% attendance (2014/15 data)
Date school established	1896
% children on Free School meals	38.1% (2014/15 data)
% children with EAL	41% (2014/15 data)
KS1 results	Reading L2c+ 89%; L2b+ 73%; L3+ 19% Writing L2c+ 81%; L2b+ 61%; L3+ 12% Maths L2c+ 93%; L2b+ 69%; L3+ 18%
KS2 results	Combined RWM L4 80%; at L5 31% Reading L4+ 89%; L5+63%; L6+ 2% Writing L4+ 81%; L5+33% SP&G L4+ 78%; L5+72% L6+ 15% Maths L4+ 9%; L5+48%; L6+ 9% Expected or better progress made in: Reading – 92% Writing – 94% Maths – 94%



Job description

Headteacher

Reporting to Governing Body

Full time

Permanent

Starting September 2016

Salary ISR L 19 – 25 (negotiable)



Core Purpose

The Headteacher will be responsible for the internal organisation, management and control of the school in accordance with applicable legislation, the policies and the scheme of delegation of the governing body (including its annual budget) and the instrument of government of the school.

The Headteacher, working with the governing body, senior leadership team and school staff, will provide overall strategic leadership for the school. The Headteacher will:

- lead, develop and support the direction, vision, values and priorities of the school
- develop, implement and evaluate the school's policies, practices and procedures
- lead and manage teaching and learning throughout the school
- ensure accurate school self-evaluation to inform school improvement planning
- have overall responsibility and accountability for safeguarding and promoting the welfare of pupils
- embrace and develop the use of technology throughout the school.

The job description should be read in conjunction with the contractual requirements and responsibilities of Headteachers set out in the School Teachers' Pay and Conditions Document.

Principle accountabilities

Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards the pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.



Pupils and Staff

1. Demand ambitious standards for all pupils, overcome disadvantage, advance equality and instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Recruit, retain and reward staff who can achieve the objectives of the school.
6. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
7. Hold all staff to account for their professional conduct and practice.
8. 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.

Systems and Processes

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively - in particular setting school strategy and holding the Headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the effective deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
7. Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers.
8. Consult and communicate with the school community, especially the governing body, staff, pupils, parents and carers.
9. Lead and manage safeguarding and the promotion of children's welfare.

The Self-Improving School System

1. Create an outward-facing school which collaborates with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships and collaborate effectively with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, being aware of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young peoples' lives and to promote the value of education.
7. Participate in arrangements for their own further training and professional development and appraisal and review of their own performance.



Personal specification

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS • Evidence of continuing professional development 	<ul style="list-style-type: none"> • NPQH
Experience	<ul style="list-style-type: none"> • Proven record of success as a Deputy Head or Headteacher • Substantial experience across the primary age range including foundation stage • Proven record of successful classroom teaching • Competent computing skills and knowledge • Experience of appointment and induction of staff 	<ul style="list-style-type: none"> • Proven record of success as a Headteacher • Working with external agencies • Experience of managing out of school hours care



Requirement	Essential	Desirable
Leadership and Management	<ul style="list-style-type: none"> • Proven leadership and management skills • A clear vision of excellence in primary education • A proven ability to raise educational standards and a commitment to high standards of achievement • An understanding of school improvement planning and subsequent budget planning • A commitment to value the diverse character of the school • A commitment to develop and nurture the ethos of the school • An understanding of the strategic role of the Governing Body and the ability to work effectively with Governors • The ability to delegate, monitor and evaluate information • Evidence of good working relationships with families and the wider school community • Experience of effective Performance Management of staff • The ability to hold staff to account • A commitment to the continuing professional development of all staff • Evidence of managing change through inspiration, motivation and empowerment of school staff • A commitment to the protection and safeguarding of young people and an up-to-date knowledge of Child Protection legislation and issues • Knowledge of current Health and Safety regulations 	<ul style="list-style-type: none"> • Experience of project management and dealing with premises issues • Experience of the role of Designated Person for Child Protection

Requirement	Essential	Desirable
Knowledge and Skills/ Teaching and Learning	<ul style="list-style-type: none"> • Clear knowledge and understanding of: <ul style="list-style-type: none"> a) the current curricula b) assessment c) educational issues and relevant legislation • The ability to implement effective monitoring procedures • A commitment to inclusion and equality of access to educational provision for all children • An understanding of effective approaches to behaviour management • A clear understanding of what constitutes high quality teaching and learning • A commitment to the personal achievement of each child. 	<ul style="list-style-type: none"> • Innovative and creative approach to teaching and learning • Experience of meeting the needs of children with SEN • Experience of meeting the needs of children with EAL



Requirement	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • The ability to inspire children • Strong interpersonal and communication skills • An adaptable and flexible approach • The ability to promote respect between children, staff, families and governors • The ability to manage time effectively, to delegate, to prioritise and to meet deadlines • The ability to recognise and utilise staff strengths • The ability to build, support and motivate a high performing team. 	

