



South Lake Primary School

HEADTEACHER RECRUITMENT INFORMATION



South Lake Primary School

South Lake Primary School is a larger than average primary school including 2 form entry in classes from F2 – Yr 6, plus part time pupils attending Foundation 1 for either a morning or afternoon session.

We operate within a framework of high expectation and mutual respect; we aim to rigorously pursue the highest possible attainment for all our pupils. Our successes have been recognised both regionally and nationally. **Accreditations include:**

- NACE (February 2015)
- Art Marks Gold (June 2014)
- NAACE ICT Award (July 2013)
- LA Centre of Local Excellence for Phonics
- Eco School/Healthy School Award
- Simple Software Professional Development Centre

At South Lake Primary School we aim to...

- Create a caring and stimulating learning environment
- Provide a broad curriculum that is both interesting and enjoyable
- Teach all our children effectively using lively strategies developed from accurate assessment
- Ensure high expectations and equality of opportunity for all our pupils
- Develop thoughtful young citizens able to contribute to society
- Actively promote the important relationship between school and home

Picking up the Headteacher baton at South Lake would provide an amazing leadership opportunity. The successful candidate would be in a strong position to be able to build upon current achievements, explore new possibilities and move the school forward!



'There is a strong sense of community throughout the school. This enables a positive climate for learning in which relationships enable the children to be challenged.'
Ofsted.



Job Description

This Job Description has been developed with reference to the key areas of Headship as set out in the 'National Standards of Excellence for Headteachers' (January 2015).

SALARY: L19-25 (£60,131 - £69,552) DOE

REPORTING TO:

The Governing Body/ Wokingham LA

MAIN PURPOSE:

To provide strategic leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and good standards of learning, achievement and behaviour.

KEY ACCOUNTABILITIES:

Shaping the future:

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

Leading Learning and Teaching:

- Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensures that learning is at the centre of strategic planning and resource management.

- Establishes creative, responsive and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole school community.
- Implements strategies which secure high standards of behaviour and attendance.
- Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels and ensures effective corrective action and follow-up.

Leadership:

- Builds a collaborative learning culture within the school
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.

- Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/ life balance.
- Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Works with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- Develops and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and careers.
- Reflects on personal contribution to school achievements and takes account of feedback from others.

Management:

- Creates an organisation structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Ensures that, policies and practices take account of national and local circumstances, policies and initiatives.
- Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Implements successful performance management processes with all staff.
- Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensures 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.
- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.

Accountability:

- Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

Strengthening and Community:

- Creates and promotes positive strategies for preventing and dealing with prejudice or harassment
- Ensures learning experiences for pupils are linked into and integrated with the wider community. Ensures a range of community based learning experiences.
- Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seeks opportunities to invite parents and careers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wide community.
- Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovation initiatives.
- Co-operates and works with relevant agencies to protect children.



Person Specification

This Person Specification has been developed with reference to the key areas of Headship as set out in the 'National Standards of Excellence for Headteachers' (January 2015).

Professional Qualifications	● A proven Headteacher or an exceptional Deputy Head committed to inspirational learning and teaching ● Has successful primary teaching experience and is an able and versatile classroom practitioner ● Qualified Teacher Status ● Can evidence a significant commitment to continued professional development for self and others ● NPQH or other postgraduate qualification
Shaping the Future	● Has the ability to build and articulate a shared vision and engage people to secure a successful future ● Has experience of working effectively alongside the Governing Body to enable the school to realise its vision ● Demonstrates the vision and values in everyday work and practice ● Thinks strategically ● Innovative, bringing new ideas to build success
Leading Learning and Teaching	● Has a proven track record of monitoring, evaluating and improving the quality of teaching and learning, with high standards and clear expectations ● Can demonstrate the ability to use data, benchmarks and progress against targets to formulate successful improvement plans and improve outcomes for each child individually and across the school as a whole ● Is committed to, and has a vision for ensuring inclusion, diversity and access for all ● Has experience of developing a broad and enriching curriculum, in which all pupils are engaged in their own learning and each can personally excel ● Acknowledge excellence and challenge poor performance across the school
Developing Self and Working with Others	● Has proven experience of building developing, inspiring and supporting a successful team ● Develops and maintains a culture of high expectations for self and others, taking appropriate action to support and improve as required ● Resilient: able to deal effectively with demanding situation and make difficult decisions ● Experience of networking with other schools to positively impact on own school
Managing the Organisation	● Confident and persuasive leader, who listens to and values the views of others ● Manages the school's financial resources and team effectively and efficiently to achieve the school's goals and priorities ● Has experience of rigorous performance management, demonstrating consistency, fairness, appreciation, supportiveness and high expectations ● Takes personal accountability for effective and professional management of the school ● Demonstrates creativity in the use of limited resources ● Demonstrate thorough understanding of systems for Child Protection and Safeguarding the welfare of children ● Be proactive, planning for the future effectively to ensure stability and sustainable progress ● Be analytical, with strong problem-solving skills

'The school has a very active parent association which raises funds that support the development of the school and its facilities.'

Ofsted.

Strengthening Community

- Can demonstrate a commitment to engaging with parents and the wider community in a collaborative manner to bring about improvement
- Can work with feeder pre-schools, secondary schools and others to ensure effective relationships and transitions
- Approachable, with excellent communication skills, both in large groups and in one to one situations

Securing Accountability

- Work with the Governing Body to enable it to meet its statutory requirements
- Demonstrate a political insight and be aware of new initiatives
- Able to present a coherent, understandable and accurate account of the school's performance to stakeholders



'Pupils' achievement is outstanding. All pupils make exceptional progress from their starting points.'



South Lake Primary School

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