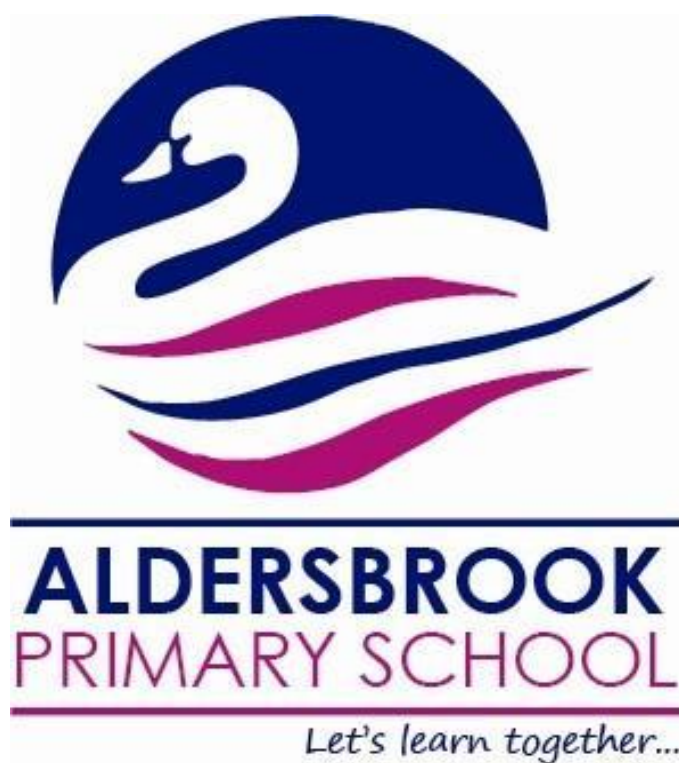
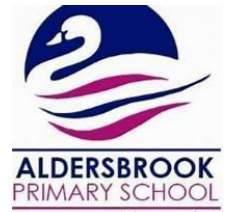


Aldersbrook Primary School
Headteacher





Dear Candidate,

Thank you for expressing an interest in the role of Headteacher at Aldersbrook Primary School.

Welcome to our school. Here at Aldersbrook we are passionate about creating a place of learning with curious, confident, involved and independent learners for life.

We believe that when learners are curious they ask questions about the world around them and learning becomes a part of their whole life; beyond the walls of the classroom and the school gate. Curiosity builds a love of learning and a drive to discover answers for themselves.

We believe that when children are confident they maintain a voice, they articulately and respectfully speak out; ensuring their opinions are heard and they are thereby increasingly instrumental in their own learning.

We believe that when pupils are involved, they ask questions about what they are learning and why they are learning. Pupils mix and work alongside a wide range of people and they see their roles and responsibilities in the bigger picture of their local community as well as their world!

We know that when learners are independent they have a greater understanding of what helps them to learn and how they can find strategies to improve. Our Montessori approach to learning in our Early Years Foundation Stage and Key Stage 1 builds these skills, which are reinforced as children travel through the school.

Our curriculum strives to develop all of these skills in our pupils, starting with our Montessori approach to learning in Early Years and Key Stage 1 and incorporating our innovative curriculum offer including Forest School, the termly 'Big Question', 'Green Fingers' learning on our school allotment and our termly 'Curiosity Shop' options.

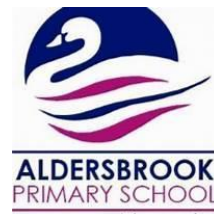
In addition to our core values of curiosity, confidence, involvement and independence we also place a high priority on British Values which we value as our own.

At Aldersbrook we are ambitious for all. We are an inclusive school and equality and diversity is important to us. As such our curriculum reflects the world around us so we can learn from each other. The value of belonging underpins what we do at Aldersbrook. It shapes our interactions, influences our decisions and builds our relationships.

Kindest regards,

Julie Crouch
Headteacher

About Aldersbrook Primary School



Aldersbrook Primary School is situated at the heart of the Aldersbrook community, surrounded by leafy Wanstead Park, which forms part of Epping Forest.

Aldersbrook is a local authority controlled co-educational three-form-entry school for children aged 5 - 11, plus part-time nursery places. The School values being part of the Aldersbrook community, but also welcomes children and families from other areas. Outside we have two large playgrounds with safe climbing apparatus, seated areas, markings for games, trees and flower beds. We also operate an allotment on which the children take an active role in planting and growing their own vegetables and flowers. We make the school a stimulating and lively place to learn and encourage the children to take pride in the buildings and grounds.

OUR SCHOOL VISION

- **Learning:** To prepare the children to be ready for the world- to be resilient, academically able, socially confident, self-confident, mentally & physically strong. We want children (and adults!) to love learning and to see the benefit of being lifelong learners.
- **Leading:** We want our learners to not just be able to 'cope' with the world and the challenges it brings, but to be the future generation of leaders that help change and improve our world for others.

Aldersbrook Primary School's Prospectus

The school has very high expectations of behaviour and we achieve this through a positive praise approach with our core values:

- Curiosity, Independence, Confident and Involved
- Ready, Respectful and Safe.

Our code of conduct has a clear system for rewards and consequences.

We ask that all parents/carers support us by supporting our school rules and behaviour policy.

Inclusion

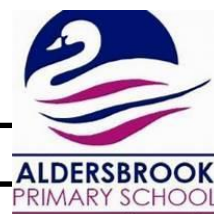
At Aldersbrook Primary School, we recognise the uniqueness of every individual and the contribution that each individual brings to our school community. Children with disabilities and special educational needs apply for admission in the usual way.

Governors strongly support inclusive education. This is where all pupils are educated together and support is given for any need they may have.

Equal Opportunities

The staff and governors are committed to ensuring that all children and adults at Aldersbrook are given access to equal opportunities. The equality statement is available on the [school website](#).

JOB DESCRIPTION



Job Title:	Headteacher
Salary:	L21 - L27 - £84,549 - £97,305 including outer London weighting
Start Date:	To commence: September 2025
Location:	Aldersbrook Primary School (APS), Harpenden Road, London, E12 5HL
Responsible to	APS, Governing Body
Direct Reports	Senior Leadership Team Staff at APS

The particular duties assigned to this post are set out in the most recent School Teachers Pay and Conditions document. In addition, particular duties are set out below. These duties may be reviewed and amended in consultation with the post holder, in the light of any changes in the requirements and priorities within the school. Variations in the duties of the Headteacher are common occurrences and cannot in themselves justify a re-grading of the post.

CORE DUTIES

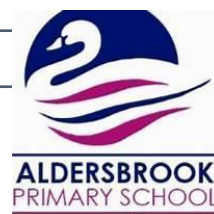
This job description is subject to the general conditions of service for a Headteacher as set out in the most recent School Teachers Pay and Condition Document.

The key purpose is to deliver the agreed processes and policies of Aldersbrook Primary School and to maintain outstanding outcomes for pupils across the school.

Vision
The Headteacher will work closely with the Senior Leadership Team and the Governing Body to: • Maintain and extend an ethos and provide educational vision and direction that secures outstanding teaching, successful learning and achievement by all pupils. • Secure the commitment of the whole school community to the vision and direction of APS • Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including the Governing Body, local community, Ofsted and others, to enable them to play their part effectively. • Lead by example, provide inspiration and motivation and embody vision and purpose in the leadership of the school and collaboration for the pupils, staff, Governing Body, parents and carers. • Ensure that all those involved in the school are committed to its aims and are accountable for meeting long, medium and short-term objectives to secure outstanding school improvement. • Motivate all concerned with the school to create a shared culture and positive climate. • Continue to place APS at the heart of its community by attending events throughout the year, engaging in activities that will promote school within the local community.

Strategic Direction and Development

- Work with the Senior Leadership Team to develop the strategic view for APS and to analyse and plan for future needs and further development of the school.
- Ensure that the management, organisation and administration of the school support the vision and aims of the school.
- Monitor, evaluate and review the effect of policies, priorities and targets of the school.



Leading and Managing

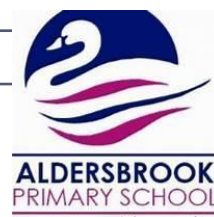
- Lead, motivate, support, challenge and develop staff to secure outstanding outcomes for all pupils.
- Secure and sustain outstanding teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupil achievement, using benchmarks and target setting for improvement.
- Motivate and enable staff to carry out their respective roles to the highest standards, through high quality continuing professional development based on an assessment of needs.
- Implement and sustain effective systems for the management of staff performance, incorporating targets for teachers, targets relating to student achievement and personal professional development.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring a clear delegation of tasks and devolution of responsibilities and holding staff to account for outcomes and impact.
- Maximise the contribution of staff to improve the quality of education and care provided and ensure that constructive working relationships are formed between staff, pupils and parents/carers.
- Ensure that all staff have access to appropriate professional development opportunities.
- Take a lead in the arrangements for appraisal/performance management of APS staff and in the setting of appropriate objectives and take responsibility for promoting your own professional development.

Efficient and effective development of staff and resources in line with APS strategic plans and financial contexts

- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupil achievement, ensure efficiency and secure value for money.
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Advise the Governing Body on appropriate priorities for expenditure, and ensure that these meet the needs of the school development/improvement plan

Accountability

- Be accountable to the Governing Body for the efficiency, financial process, statutory expectations and effectiveness of the school.
- Provide information, objective advice and support to the Governing Body to enable responsibilities for securing effective teaching and learning and improved standards of achievement to be met.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences including parents, Governing Body, the local community and to enable them to play their part effectively.
- Plan for effective monitoring, evaluating and reviewing of plans to secure outstanding progress and school improvement, reporting regularly to the staff, Senior Leadership Team and Governing Body.
- Develop and monitor the school's self-evaluation processes, reporting regularly to the Senior Leadership Team and Governing Body.
- Monitor and evaluate the school improvement plan reporting regularly to the Senior Leadership Team and Governing Body.
- Provide any local, school and national data required for monitoring and evaluation purposes.
- Think creatively and imaginatively about the school's development, to anticipate and resolve problems and to identify opportunities that will benefit students.



This Headteacher job description is representative only.

Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading.

There will be an annual review of the roles and responsibilities of the Headteacher in line with the performance management process.

This is not a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

A. QUALIFICATIONS, EXPERIENCE AND PROFESSIONAL DEVELOPMENT

• Qualified Teacher Status
• Degree
• Meets the requirements re: the National Professional Qualification for Headship for first substantive headship
Professional Development:
• Professional Development in preparation for Headship
• Has successfully undertaken NCSL/CWDC-approved 'safer recruitment' training
• Experience as a Headteacher, Acting Headteacher, Deputy Headteacher or Assistant Head of School
• A proven track record of successful senior leadership and school improvement in the primary phase
• Experience in two or more institutions and covering aspects of curriculum, pastoral, budget and resource management
Teaching Experience
• Successful teaching experience in a primary school

B. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING The successful applicant will have

Shaping the Future

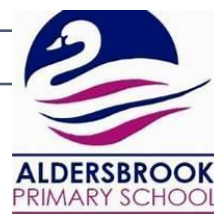
- Awareness and understanding of current educational trends and issues, including national policies, priorities and legislation
- The ability to work productively in partnership with the Senior Leadership Team and Governing Body in driving school improvement and realising the vision and ethos of APS.

Leading Learning and Teaching

- The principles and practice of effective learning and teaching are in line with the APS vision.
- A relentless pursuit of excellence and innovation in improving the quality of learning and teaching, including challenging poor performance
- Curriculum design and management skills that help to provide the choice and flexibility to meet the personal learning needs of every student
- The mindset to embrace new technologies to enhance and continually develop teaching practice
- The ability to monitor and evaluate the effectiveness of learning and teaching, including outcomes in terms of standards, achievement, personal development and well-being
- The principles and practice of high quality personal, spiritual, moral, social and cultural education

Personal Development and Working With Others

- The ability to understand the significance of interpersonal relationships and have strategies for promoting individual and team development
- The ability to promote an open, fair and equitable culture consistent with APS ethos
- The ability to develop a sustainable leadership culture including the positive promotion of excellence
- The ability to challenge, support, motivate and improve teaching and learning within the school
- An understanding of the relationships between self-evaluation, appraisal and continuing professional development
- An understanding of the impact of change and different leadership styles on individuals and organisations
- An understanding of the importance of partnership working and accepting appropriate support from others, including colleagues, governors and external agencies
- An understanding of the role of collaboration and networking within the school, wider community and other stakeholders

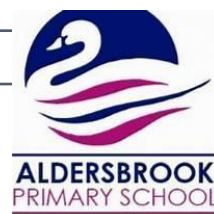


Managing the Organisation

- Principles, strategies and practice of school improvement and self-evaluation in fulfilling the ethos and expectations of APS
- Skills to ensure distribution, delegation and challenge of leadership responsibilities and management of tasks as appropriate, and monitoring their effectiveness, impact and implementation.
- The ability to sustain effective APS organisational structures, systems, policy and practice to reflect the school's values
- The ability to manage the school efficiently and effectively on a day-to-day basis
- The ability to use informed judgements to make professional, leadership, managerial and organisational decisions
- Knowledge of and commitment to the implementation of the safeguarding agenda and to promote the welfare of children and young people
- The ability to ensure that the school meets all statutory and best practise guidance in relation to premises management and health and safety

Securing Accountability

- Principles and practice of the quality assurance systems, including school review, self-evaluation and appraisal
- The ability to be responsible for the school's systems and processes in following the school's financial regulations and ensuring value for money and best value in all aspects of the school's work
- An understanding of the Ofsted framework, of what characterises an outstanding school and a relentless focus on excellence
- The ability to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance
- The ability to encourage stakeholder and community, including students and parents, engagement in, and accountability for, school self-evaluation and the success and celebration of its performance
- The ability to demonstrate individual, team and whole school accountability for student learning outcomes
- The ability to use the school budget effectively to ensure that the premises provide an outstanding environment and facilities to support outstanding learning

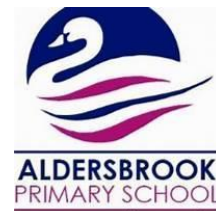


Strengthening Community

- The ability to listen to, reflecting and acting on community feedback
- Strategies that encourage parents and carers as the prime educators to support their children's learning
- The ability to build and sustain effective relationships with parents, carers, other schools and partners, parishes and the broader community that enhance the education of all pupils.
- A commitment to attending all APS events and functions and to representing school at community events throughout the year

B. PERSONAL SKILLS AND ATTRIBUTES The ability to:

- Inspire, challenge, motivate and empower teams and individuals to achieve
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people
- Build and maintain quality relationships through interpersonal skills and effective communication
- Demonstrate personal and professional integrity, including modelling values and vision
- Manage and resolve conflict
- Prioritise, plan and organise self and others
- Think analytically and creatively and demonstrate initiative in solving problems
- Form and maintain appropriate relationships and personal boundaries with children



THE APPLICATION PROCESS

If you would like further information, a confidential conversation, or to arrange a school visit, please contact Lynn Butler, Office Manager

Email: lbutler@aldersbrook.redbridge.sch.uk

Telephone No: 020 8989 0210

Please complete the application form and provide a supporting statement which sets out how you meet the person specification and requirements of the role.

Closing Date: 12:00 noon on Monday 20th January 2025

Shortlisting against a set criterion may take place prior to the closing date.

Interviews: Friday 31st January 2025 or 6th February 2025.

We reserve the right to research applicants on social media platforms and the Internet, and the recruitment panel may take this information into consideration during the recruitment process.

Aldersbrook Primary School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful candidate will be subject to employment and medical checks, two positive references (including current or most recent employer) and an enhanced Disclosure and Barring Service check.