



Allfarthing School
EXCELLENCE FOR ALL

Headteacher candidate information

Excellence for all



Welcome from our school

Dear Applicant

Thank you for your interest in applying for the post of Head Teacher at Allfarthing Primary School. I am very pleased to send you this recruitment pack.

Allfarthing School is a diverse and thriving community of happy children, motivated teachers and supportive parents. We are looking for an energetic and visionary Head Teacher who will lead the school in its mission of achieving "Excellence for All".

Allfarthing is a school of some 400 pupils including our lovely new nursery, which opened last year in a wonderful purpose-designed building on the school site. A place at Allfarthing nursery helps us to encourage families into the Allfarthing community and offers them the chance to experience Allfarthing life. We hope that many children will be with us to benefit from a complete experience from nursery to year 6, where they will emerge as confident and well-rounded young people.

We provide an environment where everyone feels included and respected,

and a love of learning is maintained through high expectations and pride in the achievements of everyone. We value all aspects of children's development, and sport, music, art, drama and PSHE feature strongly in the curriculum. Our hockey and netball teams have seen great success in local competitions recently after the installation of our new sports play area, Year 4 revelled in their Indian Dance classes and our Reading Breakfasts with dads and carers were the highlight of the term for many children.

With the help of our experienced senior school leaders and the support of our highly skilled governing body, we hope our new Head Teacher will drive forward continuing improvement to bring the school from good to outstanding.

The successful applicant will be unswerving in his or her desire for constant improvement in levels of teaching and learning, with a clear strategy to achieve continual reduction of the pupil premium gap. The tremendous personnel resources of the Allfarthing community will play a key role in maintaining the school's progress, and

through excellent communication the new Head Teacher will foster a productive and beneficial relationship not only with staff at the school, but with the parents as well.

Allfarthing School offers the right person a wonderful opportunity to bring creativity and invention to a successful and stable school with proven success. We are ready to move to the next stage of our development to become an outstanding school, and welcome applications from leaders with the motivation for that challenge.

If your experience and career aspirations match the opportunity we have at Allfarthing then we would very much like to hear from you. Please come and visit us and we'll be happy to show you our wonderful school.

On behalf of all the governors, we look forward to meeting you.

Andrew Bacon
Chair of Governors



Dear Candidate

Thank you for your interest in applying for the position of Headteacher at Allfarthing School.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria.

We encourage you to visit our School to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by calling Debbie Tyson-Gooden, School Business Manager, on 0208 8870 2128. Visits to the school will take place on the 27th and 28th June 2016.

The deadline for us to receive your completed application is midnight on Friday, 1st July 2016. Shortlisting will take place on Wednesday, 6th July 2016.

We like to visit shortlisted applicants at their current schools to answer any questions they may have prior to the interview and assessment. Visits to schools will take place between 7th and 12th July 2016.

Successful applicants will be invited to an interview and assessment day on Friday, 15th July 2016.

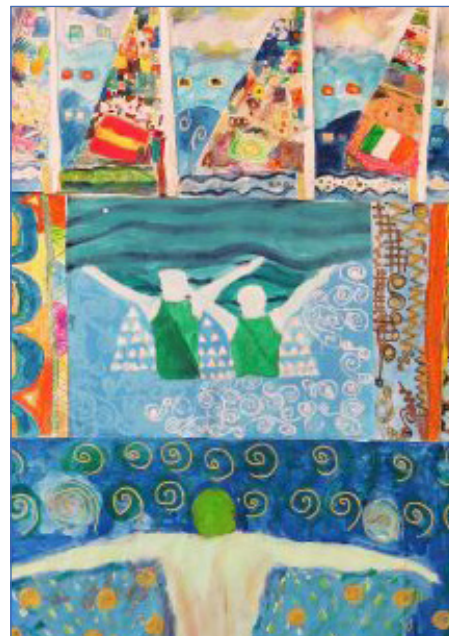
If you have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on 020 8871 8230 or by e-mail to csschools@wandsworth.gov.uk to receive an application pack or with enquiries regarding the application process. Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

Please note that Wandsworth Council jobs website will be down for maintenance between 27th and 30th June 2016. During this time applicants are advised to visit TES website online <https://www.tes.com/jobs/> for information on this vacancy and to access an application form. Completed applications are to be emailed to csschools@wandsworth.gov.uk

We look forward to receiving your application.

Yours sincerely

Anna Poole
Senior Human Resources Officer





About our school

Allfarthing is a school steeped in its community with a long history of success and achievement. The school is a large school comprising around 420 pupils including our new nursery. Our pupils learn and play in a safe environment where every child enjoys the wonderful cultural diversity we have, and respects the rights and views of others. We are truly committed to inclusion, and this manifests itself in everything we do, from academic lessons to drama, music and sport.

Allfarthing is situated in Wandsworth, surrounded by Clapham Junction, Wandsworth Town and Earlsfield train stations, and with many local buses nearby. Our classrooms have high ceilings and big windows, creating a light and spacious atmosphere in the building, while outside we have two play areas, one of which has a newly installed all-weather play area. This has helped our PE leader develop a welcome increase in the sporting activity that we now enjoy, with teams in hockey, football, netball and cricket competing in borough leagues and tournaments.

We have a dedicated music room and all children have many opportunities to sing, and learn and play musical instruments. Specialist music teachers working with all the children in class are supported by external teachers coming to school to teach particular skills to the many children developing their musical talents.

Read Write Inc is a big part of life for our younger children. All our teachers are trained in RWI and our fantastic results at KS1 are testament to our implementation of this program. This is a core skill at the school and is backed up by all the resources needed to deliver it successfully.

One of our defining characteristics is that Allfarthing is a "Rights Respecting School". This means that the children's safety, behaviour, attitudes and rights are at the centre of our curriculum for learning. The culture we embody is rooted in the United Nations Convention on the Rights of the Child. In demonstrating our values and in our behaviours as adults to each other and toward them, we help the children to develop safe, tolerant and considerate behaviours themselves, leading to an understanding of the importance of their

own contribution to their community to make it a fair and just environment for them to live in.

Our UNRRS status is supported by the introduction of Place2Be, and this is a key element in the fabric of our school. Place2Be has been a great success with all those who've experienced it.

All schools benefit when parents are involved in supporting their children, and Allfarthing is noted for its efficient, well-supported and active PTA. The PTA does extremely valuable work in raising money for the school to help pay for site improvements and to buy equipment. In addition it organises popular social events for parents and children, and all this work is a huge and welcome part of school life.

Ofsted rated us as a 'good' school in 2013, but we are always striving to find new ways to develop our delivery of a first class education to our children. Staff and governors work together to set aspirational targets, and with the enthusiasm of a new head we know we can continue to ensure that Allfarthing is a beacon of excellence for our community.

Job description

Main purpose of the job

The Head Teacher will have overall responsibility for the organisation, management and conduct of the School, providing leadership and strategic direction as well as ensuring the achievement of the highest possible standards of education for every child in Allfarthing.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Head Teachers.

1. Shape the future

- Think strategically, build and communicate the strategic direction, vision, values and priorities of the school.
- Develop, implement and evaluate the school's policies, practices and procedures;
- Plan and promote school progress towards an Outstanding Ofsted grade;
- Ensure that this vision and ambition for improvement is effectively expressed in the School Development Plan and that this is understood, shared and acted upon effectively by all;
- Work in partnership with staff and governors to ensure that the Plan is regularly monitored, evaluated, reviewed and underpinned by sound financial planning;
- Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory requirements;
- Build on and enhance the standing of Allfarthing amongst prospective parents and the local community.

2. Lead teaching and learning

- Ensure a continuous focus on raising and maximising all pupils' achievement. Continue to close the attainment gap, using comparative data and local and national benchmarks to evaluate and improve the school's performance;
- Ensure continual and effective assessment of every child's learning and careful monitoring of the progress and achievement of all groups and individual pupils, including Pupil Premium, FSM,

SEND, EAL, Gifted and Able children and other groups;

- Monitor and develop the quality of teaching throughout the school, building on and developing outstanding teaching and working with all classroom staff to ensure the highest standards of professional practice are achieved;
- Lead, develop and monitor through regular review a curriculum which provides the pupils with the core skills they need to achieve at secondary school, that challenges and stimulates their enjoyment and enthusiasm for learning, and meets all statutory requirements;
- Develop and improve a broad range of activities which include sports, music, other arts as well as Extended School Services;
- Develop methods to successfully engage parents in the progress of their children's academic achievements at school;
- Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupils' personal development;
- Demonstrate a commitment to the continuation of the use of Read Write Inc.

3. Pupils

- Identify and provide for each child's individual needs, ensuring equality of access to a broad and rich education for all pupils.
- Ensure the highest standards of achievement for children at all levels of ability through showing high expectations, encouraging high aspirations and providing a curriculum designed to challenge and stimulate.
- Make informed and decisive interventions on behalf of the school's SEND, EAL and FSM pupils.
- Ensure that the Pupil Premium maximises all pupils' attainment.
- Set and consistently uphold high expectations of behaviour and attendance, supported by the current school policies and practices that promote self-discipline, self-esteem and responsibility.
- Encourage confidence and independent learning in all pupils, including providing opportunities for

self-expression and "pupil voice" and encouraging initiatives that promote self-reliance.

- Ensure that all staff are vigilant and proactive in ensuring that all pupils feel safe and safeguarding concerns are identified and addressed effectively.

4. Develop self and work with others

- Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for recruitment, induction, professional development and performance review;
- Ensure that staff have opportunities to develop professionally and receive access to appropriate professional development and training;
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture, and to allow an appropriate work/life balance.

5. Manage the organisation

- In partnership with the Governing Body, set appropriate priorities for expenditure within a balanced budget, and ensure effective and efficient financial and administrative control in order to achieve the school's educational priorities and goals, and provide value for money;



Job description continued

- Ensure the budget is managed effectively within a strong framework of financial control which meets SFVS requirements and provide timely and appropriate financial reporting to the Finance Committee and other stakeholders as required;
- Produce and implement clear, evidence-based school self-evaluation and improvement plans and policies for the development of the school and its facilities;
- Recruit, retain and deploy staff appropriately, and manage their workloads in order to achieve the school's educational priorities and goals;
- Maintain effective systems for safeguarding all pupils, working with external agencies as required;
- Manage and organise the school environment efficiently to ensure that it supports the achievement, safety and wellbeing of all children and adults at the Allfarthing school site, and meets all health and safety regulations;
- Ensure good order and discipline amongst pupils, staff, and parents and promote harmonious working relationships within the school.

6. Secure accountability

- Organise and deploy resources effectively within the school to ensure they impact on learning and attainment;
- Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of the school;
- Provide data analysis, information and advice to the Governing Body, which will enable it to meet its responsibilities for securing effective teaching and learning, together with improved standards of achievement and value for money, and for ensuring that the school meets its statutory responsibilities;
- Ensure the provision of a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community and Ofsted;
- Maintain relationships with organisations representing teachers and other members of the school's workforce.

Lead and manage the school's workforce with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

7. Professional development

- Promote the participation of staff in relevant continuing professional development;
- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other teachers and support staff;
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

8. Communication and community

- Build parental involvement so families are involved in pupils' learning, feel welcome and are encouraged to make positive contributions to school life;
- Ensure that parents and pupils are

well informed about the curriculum, attainment and progress, and develop strategies to encourage their involvement in their child's well-being, progress and attainment;

- Ensure that governors are well informed about the curriculum, attainment, and progress, and develop strategies to ensure that they are able to carry out their responsibilities effectively to support their involvement in the drive for school improvement and high achievement for all;
- Promote positive strategies and maintain a zero tolerance for prejudice and dealing with harassment;
- Collaborate with other agencies to ensure the academic, spiritual, moral, social and cultural wellbeing of pupils and their families;
- Develop and strengthen effective partnerships with other primary and secondary schools to further pupil welfare and achievement;
- Maintain a harmonious, productive and mutually beneficial relationship within the school and community;
- Raise the profile of the School in the community.



Person specification

1. Qualifications and training

- 1.1 Qualified teacher status (QTS).
- 1.2 National Professional Qualification for headship (NPQH) or a commitment to work towards this qualification.
- 1.3 Evidence of relevant professional development.

2. Experience

You will have successful experience of:

- 2.1 Being a Primary Head Teacher, Deputy or Assistant Head Teacher in a primary school rated 'good' or 'outstanding' and working in a variety of diverse settings, providing for educational needs across all groups.
- 2.2 Contributing to or leading school improvement and raising standards through and effective and ambitious school development plan.
- 2.3 Strategic responsibilities in school leadership and management.
- 2.4 Implementing and evaluating a variety of whole-school initiatives, which may include curriculum development and be able to demonstrate specific impact and successes.
- 2.5 Coordinating and providing professional development for teachers and support staff, linked to the school's priorities, within an appropriate budget
- 2.6 Personnel management, including staff performance management and professional development, and finance management and school accounting procedures.
- 2.7 Using a team approach to leadership and management.
- 2.8 Engaging parents effectively and communicating with the wider school community.
- 2.9 Taking responsibility for the development of non-teaching staff.
- 2.10 Implementing effective safeguarding procedures and ensuring a safe and supporting school culture for children and staff.

3. Knowledge and understanding

You should have knowledge and understanding of:

- 3.1 The role of the leadership group within the school
- 3.2 What constitutes good and better

teaching across the school, and effective strategies to secure and sustain improvements.

- 3.3 The principles and practice of child development and education in Early Years and Key Stages 1 and 2.
- 3.4 Curriculum management, including the statutory requirements of the Early Years Foundation Stage and the National Curriculum for Key Stages 1 and 2.
- 3.5 The assessment, recording and reporting of pupils' progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum.
- 3.6 The school's role in meeting the needs of all pupils, including those with Special Educational Needs, the disadvantaged and the most able.
- 3.7 The Ofsted Inspection Framework and process.
- 3.8 Effective strategies for school self-evaluation and the role of data, especially pupil achievement data, in this process.
- 3.9 Whole-school issues and their implications for financial management.
- 3.10 The principles and practice of community education and parental involvement in establishing a shared set of aims, objectives and values for the school.
- 3.11 The opportunities for serving a multicultural community, and the issues involved.
- 3.12 School accounting procedures and best-value principles.

4. Skills

You will be able to demonstrate the ability to:

- 4.1 Lead the whole school community by example, setting high personal standards of performance and behaviour through team work, distributed leadership and professional reflection.
- 4.2 Manage change to enhance and raise standards.
- 4.3 Listen and respond appropriately (both orally and in writing) to adults and children, to enhance working relationships.
- 4.4 Harness the involvement of staff, governors and parents in the process

of establishing a clear and shared set of aims, objectives and values for the school.

- 4.5 Support the work of colleagues and promote staff development, with an understanding of its relationship to performance management.
- 4.6 Manage children's emotional needs effectively and compassionately, and handle sensitive issues tactfully.
- 4.7 Display a range of leadership styles.
- 4.8 Demonstrate a strong commitment to ensuring equality of opportunity.
- 4.9 Take a positive approach to behaviour management.

5. Personal qualities

- 5.1 Ability to lead, inspire and empower staff throughout the School.
- 5.2 Strong compelling communication and presentational skills.
- 5.3 Enthusiasm, dedication, empathy and resilience.
- 5.4 Passionate commitment to children's achievement, growth, wellbeing and equality.
- 5.5 Passionate commitment to staff achievement, growth, wellbeing and equality
- 5.6 High aspirations and commitment to excellence for all pupils and staff.
- 5.7 Ability to develop and maintain good relationships with parents and staff from diverse backgrounds, with governors, the LA and across the wider community.
- 5.8 Ability to manage change and work under pressure.



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