

ASSOCIATE HEADTEACHER APPLICATION PACK



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The Viridis Federation of Orchard, Southwold & Hoxton Garden Primary Schools



The Federation of



Hoxton Garden
Primary School



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 **Hoxton Garden**
Primary School



Dear Applicant,

Thank you for your interest in the position of the Associate Headteacher at Hoxton Garden Primary School. I hope that you will find this pack helpful. If you would like to learn more about Hoxton Garden or our schools partnership, I would be delighted to answer any questions that you may have and arrange a visit to see the school for yourself. My contact details are in this pack.

Hoxton Garden works in close partnership with two other Hackney schools, Orchard and Southwold Schools in a hard federation with a joint Governing Body. All three schools have their own leadership teams who work together with the common aim of giving children the very best. We have set an ambitious vision for the future and have very high expectations for what can be achieved with the benefits of a shared expertise. The successful candidate would benefit from mentoring from an experienced Executive Headteacher as well as support from the Associate Headteachers at our partner schools, whilst retaining the autonomy to lead and grow the school to fit the needs of its local community. First and foremost we are looking for a dynamic and confident leader who has the determination, energy and skill to make a difference.

Hoxton Garden School is situated in the heart of Hoxton, Hackney with convenient transport links to the city and wider London. Despite its proximity to the City of London it serves a community which offers challenge, with a wide range of community languages spoken and high levels of deprivation. Hoxton Garden has had a difficult past but in the last 3 years has overcome these barriers to become a highly successful school. In 2016 it received its first good Ofsted report in over 10 years and attainment at Key Stage 2 has now been well above National Averages for the last two years. It is a happy school serving 300 pupils with a growing pupil roll and reputation amongst the local community. We are seeking someone who can inspire confidence and who holds the ambition and know-how to take the school to the next stage in its journey following the departure of our Headteacher who is taking up an Associate Headteacher post at Southwold School.

We have a very skilled team of committed and professional teachers and leaders who work incredibly hard. However, there is always much to do. We need to continue to raise the standards and achievement for our children to ensure that they get the best start in life and further enhance and develop our curriculum opportunities. We take our role in improving the aspirations of our children and realising the ambitions of our staff very seriously. If you are hardworking, hands on, have the ability to develop an effective team and able to quickly build effective working relationships with others then we would love to hear from you.

Kind Regards

Stephen Hall
Executive Headteacher

Associate Headteacher

We are looking to appoint a skilled and ambitious leader who has the ambition to take our school to the next stage in its improvement journey.



In particular we are looking for someone who is:

- 'Hands on' and committed to improving outcomes for children.
- Able to deal effectively with a diverse range of stakeholders and needs.
- A team builder and confident communicator.
- Aspirational and able to instil ambition for children in others.
- Systematic and able to hold others to account.
- Proactive rather than reactive with the ability to work to a longer term strategic view.
- Has a track record and rounded knowledge of effective teaching which inspires confidence and respect in those around them.



We can offer you:

- A genuine opportunity to lead and make a difference, with the autonomy to make decisions to and take the school to the next stage in its journey of improvement.
- A supportive and experienced management team including mentoring and support from the Executive Headteacher to ensure that you are successful.
- Opportunities to work with our partner schools and partner headteachers as part of a wider team committed to ensuring the best outcomes for pupils and the best professional development for staff.
- A well-organised setting with a professional team of administrators and staff to support you.
- A fantastic community of parents and well-behaved children who deserve the best.

Hoxton Garden Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



HOW TO APPLY

1. Read the job description and person specification carefully.
1. If you have any questions or wish to visit the school contact Stephen Hall at **recruitment@vs.hackney.sch.uk** or on **0207 739 8591**
2. Complete the application form either electronically or print it off and hand write it.
3. Ensure your supporting statement relates to the competencies outlined in the person specification.
4. Please make sure that your application form indicates the name of the school where you have most recently worked
5. Email your completed application to Stephen Hall at **recruitment@vs.hackney.sch.uk**

or send by post: **Stephen Hall**
Hoxton Garden Primary School
Ivy Street, London N1 5JD

Closing date for applications :
Wednesday 4th October 2017 at 12pm.

Interview Date:
Thursday 12th October 2017

References will be sought for short listed candidates prior to the interview dates. Viridis Schools are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Successful candidates will be required to be checked with the disclosure and barring service (DBS).

Should you have any queries please contact:

Stephen Hall on: **0207 739 8591**

or email him at: **recruitment@vs.hackney.sch.uk**

We look forward to receiving your application!

**Associate Headteacher L18-L24 (up to £76, 777 with the possibility of an additional enhancement dependent on experience.)
 Responsible to Executive Headteacher & Governing Body.**

Person Specification

The successful candidate will in conjunction with the Executive Headteacher, partner schools, the governing body, parents, schools and staff build on the current achievements and ensure the school continues to be successful and is an oasis of opportunity for its local community..

To be considered for this role the candidate must hold:

- Qualified Teaching Status
- A Degree (or equivalent)
- Senior Leadership experience in a primary school

In addition to this Governors are seeking to appoint a candidate who displays qualities and experience in line with the National Standards of Excellence for Headteachers (2015)

The Four Domains

The National Standards of Excellence for Headteachers are set out in four domains, beginning with a Preamble. There are four 'Excellence As Standard' domains:

- Qualities and knowledge
- Pupils and staff
- Systems and process
- The self-improving school system

Within each domain there are six key characteristics expected of the nation's headteachers.

Domain One: Excellent headteachers: qualities and knowledge

1. Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. 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.

Domain Two : Excellent headteachers: pupils and staff

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling 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. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Domain Three: Excellent headteachers: systems and process

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 in the 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 board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable 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.

Domain Four: Excellent headteachers: the self-improving school system

1. Create outward-facing schools which work 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 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 to frame self-regulating and self-improving schools.
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, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Associate Headteacher Job Specification

(Application

1. QUALITIES AND KNOWLEDGE	Essential or Desirable	Evidence
Qualified Teaching Status	E	A
Degree (or equivalent)	E	A
Postgraduate qualification	D	A
NPQH or similar	D	A
Leadership in Education role, such as NLE or LLE	D	A
Senior Leadership experience in a primary school	E	S,I, R
Proven track record of leading by example and being a positive role model with excellent communication skills	E	S,I, R
Ability to articulate a clear vision and purpose	E	S,I
Ability to lead strategic and operational change	E	S,I, R
Ability to lead the development of staff and pupils	E	S,I
Understanding of current educational provision and the wider school systems	E	S,I, R
2. PUPILS AND STAFF		
Ability to demonstrate ambitious standards and high expectations for all pupils	E	S,I
Excellent understanding of high quality teaching, learning & curriculum implementation	E	S,I
Ability to promote the development of the wider curriculum including meeting pastoral needs	E	S,I, R
Proven experience of using data analysis to effectively drive whole school improvement	D	A
Ability to motivate and encourage all staff to develop their unique potential	E	S,I, R
Ability to identify emerging talent, develop excellence, risk management and clear succession planning	E	S,I
3. SYSTEMS AND PROCESS		
Proven track record of efficient strategic leadership & effective collegiate working	E	S,I, R
Promote excellent behaviour, positive attitudes to school life including attendance	E	S,I, R
Experience of using systems for performance management to hold staff to account	E	S,I
Ability to challenge under-performance	E	S,I
Understanding of strong governance to hold the school to account	E	S,I
Ability to ensure budgets and resources are planned and deployed in the best interests of pupils	E	S,I
Experience of promoting distributed leadership throughout the organisation	D	S,I
4. SELF IMPROVING SCHOOL		
Practical knowledge and experience of working with other schools and organisations	D	S,I, R
Evidence of developing effective partnerships with a range of professionals	E	S,I, R
Provide high quality opportunities for staff development	E	S,I
Confident and innovative approach to school improvement	E	S,I
Source of inspiration and encouragement for all in the school community	E	S,I, R
Ability to collaborate and communicate effectively with a wide range of audiences including partner headteachers, the Executive Headteacher, parents, pupils, colleagues, governors, the Local Authority and other schools	E	S,I, R
Commitment to the promotion of an inclusive community	E	S,I
5. CHILD PROTECTION		
Ensure the safety of all staff and pupils at all times	E	S,I, R
Ensure child protection policies and procedures are fully implemented and robustly followed	E	I
6. SECURING ACCOUNTABILITY		
Fulfil commitments arising from contractual accountability to the Trust Board/ Governing Body	E	S,I
Clearly define individual staff accountabilities	E	I
7. STRENGTHENING COMMUNITY		
Build a school culture and curriculum which takes account of the diversity of the school's communities	E	S,I
Create and promote positive strategies	E	S,I
Ensure learning experiences for students are linked into and integrated with the wider community	E	S,I
Ability to effectively collaborate with other agencies	E	S,I