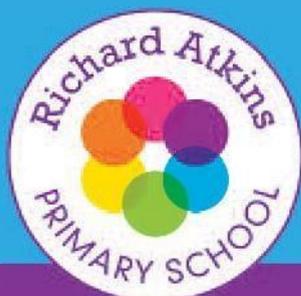




Headteacher APPLICATION PACK



Inspiring curiosity and the courage to succeed



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Welcome from the Chair of Governors

Richard Atkins Primary School
New Park Road, London SW2 4JP
T: 020 8674 5601
E: admin@richardatkins.org
www.richardatkins.lambeth.sch.uk

July 2024

Dear Prospective Applicant

Appointment of Headteacher

Welcome to the first step in joining our vibrant and dynamic educational community. We are delighted that you are considering our school for your next career move and are excited about the possibility of you bringing your unique skills and vision to our team.

We hope this pack encourages you to apply to lead our exceptional leadership team and vibrant inclusive school into its next phase. In 2022 an Ofsted inspector described Richard Atkins as a school where “Pupils are proud members of their community. They are happy and safe here. They have great respect for each other, which is rooted in school values. Behaviour is calm and orderly, in class and around the school.”

Our school prides itself on its commitment to excellence in education, fostering a nurturing environment where pupils can thrive academically, socially, and emotionally. We believe in a collaborative approach, where every member of our staff plays a crucial role in shaping the future of our pupils.

We are situated in Brixton in the Borough of Lambeth as a single-entry primary school, with a Resource Base for pupils with social, emotional and mental health (SEMH) needs. It is still in the early stages of development but is well resourced with a variety of learning environments and a full-time teacher starting in September 2024. We also have a nursery provision. The school serves a wonderfully socially, culturally and ethnically diverse community where each child is valued for their individuality that collectively creates our kind community.

Our richly diverse staff team are made up of a wide range of experiences and talents where everyone is valued. We have high expectations of our pupils and each other; we want to ensure that we provide the best possible inclusive environment and provision so that our children can reach their potential both socially, academically and in their knowledge and experience of life.

We are an outward looking School and have built strong partnerships with parents, local schools and the Local Authority. We are proud to play a leading role within the Windmill Cluster of Schools with whom we share ideas, resources, enrichment experiences and expertise in order to facilitate the highest outcomes in attainment and aspirations for our pupils and the wider community.

In this application pack, you will find detailed information about our school’s ethos, values, and the expectations we hold for our headteacher. We encourage you to peruse through the materials provided to gain a deeper understanding of what makes our school special.

We want to appoint an outstanding candidate to drive further improvements to the standards of teaching, pupil progress and attainment, and the development of a curriculum that develops and stimulates each child and engenders a joy for learning.

We need to receive your application by end of the day on **Tuesday 10th September 2024** and shortlisted candidates will be interviewed on **24th and/or 25th September 2024**. Shortlisted candidates will receive further information to help them prepare for recruitment exercises and interview. Visits to the school are essential and can be arranged by calling Natalia Correa on 0208 674 5601 or by email to ncorrea@richardatkins.org

We look forward to the opportunity to discuss how your leadership can help us continue to provide an outstanding education for all our pupils.

Warm regards
Sian Edmunds
Chair of Governors



AGE RANGE	3- 11
LOCATION	London Borough of Lambeth
TYPE	Community (Maintained)
SLT STRUCTURE	Headteacher Deputy Headteacher Assistant Headteacher and a Business Manager
NUMBER of STAFF	Headteacher 11 x FTE Teachers 18 x Support Staff
NUMBER of CHILDREN	251
AVERAGE CLASS SIZE	27.89
% of FSM	46%
% of SEN	24.4%
% of EAL - STAGES 1-3	56.4%
KEY STAGE 1 RESULTS 2024	Reading 68% Writing 64% Maths 60%
KEY STAGE 2 RESULTS 2024	Reading 75% Writing 47% SPAG 50% Maths 75%



HEADTEACHER

DEPUTY HEADTEACHER
Raising Achievement

ASSISTANT HEAD INCLUSION
Incl SENCo

EYFS & KSI LEADER
Phonics
Year 1 Class Teacher

PHASE LEADER LKS2
Science
Year 4 Class Teacher

PHASE LEADER UKS2
English
Year 5/6 Class Teacher

RESOURCE BASE
Teacher Responsible for
SEMH Provision

**Nursery &
Reception
Teacher**
Art/DT

**Year 1
Class Teacher**
Phonics

**Year 3
Class Teacher**

**Year 5
Class Teacher**
PSHE

**Year 2
Class Teacher**
Maths

**Year 4
Class Teacher**
PE

**Year 5/ 6
Class Teacher**
Science

**Year 6
Class Teacher**
English

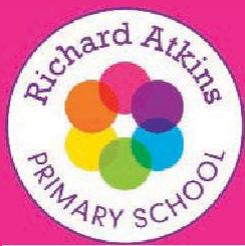
SUPPORT

Learning Mentors x 2
Early Years Educators x 2
Senior TLA
Teaching & Learning Assistants x 9

STAFF

Administration Officer x 2
Premises Manager
Business Manager





What our community say about us

"I love working here. We have strong and supportive team who understand that we are here to serve our school community. Staff work hard to ensure children are given the best possible experiences." **Staff Member**

"It's a great school to work at. There are opportunities for professional development and SLT are always warm, friendly and supportive. Staff are really friendly and there is usually a great team spirit." **Staff Member**

"It is a really good school, if you do not understand something, everyone helps." **Pupil**

"The school is good and beautiful. The children are kind in our school. The teachers are kind and help us!" **Pupil**

"Everyone treats me like family" **Pupil**

"The support from staff is amazing! My son has thrived since starting in Reception. He has had great teachers, learned some key skills in terms of reading, writing, and arithmetic, as well as history, P.E. and other subjects. He has had opportunities to attend school outings and perform in shows for parents, pupils and staff." **Parent**

"The way the school communicates with carers and parents, using different languages, the school is very inclusive, the activities during and after school like school fairs during Easter is always fun. Celebrating as many of the different cultures in the school. Always ready to help."

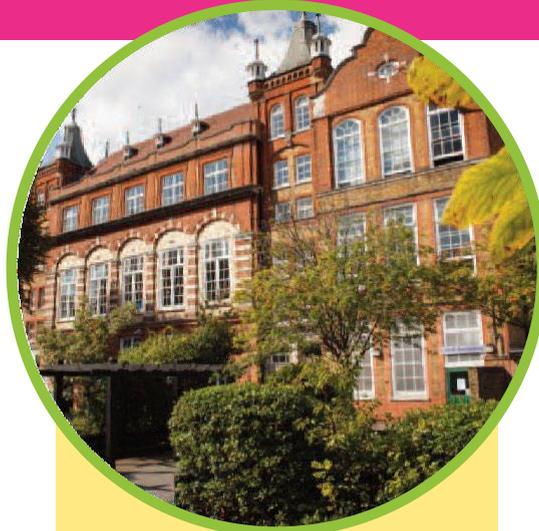
Parent

"I love their caring staff; it gives me confidence and peace of mind to know that my children are well looked after."

Parent

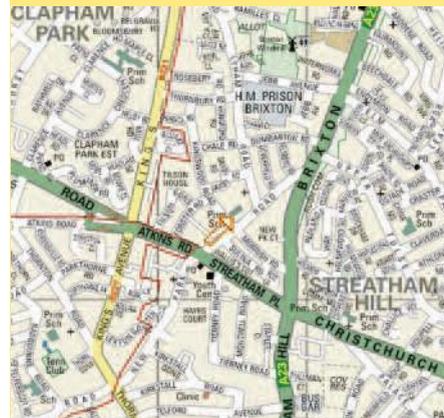
"What I like most about Richard Atkins is its commitment to supporting the community around it, and wanting to offer every child - regardless of their circumstances or background - somewhere they feel valued and can learn." **School Governor**

"Richard Atkins has a clear vision to provide outstanding education to its students and to enable all children to achieve and be the best that they can be." **School Governor**



How to find us

OUR ADDRESS:
RICHARD ATKINS
PRIMARY SCHOOL
NEW PARK ROAD
LONDON SW2 4JP



BY BUS:

Bus access is available on Brixton Hill and Atkins Road. Several bus routes serve the school, including numbers 59, 45, 133, 250.

BY RAIL:

Rail access is available via Brixton or Streatham Hill. Brixton is a 20 minutes' walk.

BY TUBE:

Tube access is available at Brixton.



Job title:

Headteacher

Responsible to:

**Governing Body &
Director of Education
and Learning**

Scale:

**Leadership range L15
£75,545 – L21* £85,267**

Main Duties & Responsibilities:

The headteacher will:

- *Provide professional leadership for Richard Atkins Primary School to ensure its continued success and improvement. Foster an environment that empowers staff and pupils to achieve their best, engaging all members of the school community.
- *Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- * Establish and oversee systems, processes and policies so the school can operate effectively
- * Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- * Make sure these school improvement strategies are effectively implemented
- * Monitor progress towards achieving the school's aims and objectives
- * Allocate financial resources appropriately, efficiently and effectively

The Headteacher has the overall responsibility for the organisation and management of the school in accordance with the articles of government, the statutory conditions of employment of Headteachers, the policies of the Governing Body agreed in consultation with the Director of Education and Learning.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.





Qualities

The headteacher will:

- * Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- * Build positive and respectful relationships across the school community
- * Serve in the best interests of the school's pupils

Key Roles and Responsibilities

1. Safeguarding

- * Demonstrate commitment to safeguarding and promote the welfare of all pupils and ensure safeguarding is at the heart of all policies and procedures.
- * Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- * Ensure that consistent and effective policies and procedures are effectively implemented and monitored to safeguard protect and safeguard pupils.
- * Co-operate and work with relevant agencies to implement the national area safeguarding procedures.
- * Ensure all staff have the necessary safeguarding training and are equipped to fulfil their safeguarding roles.
- * Ensure that all staff and volunteers are able to raise concerns about poor or unsafe practice in regard to pupils, and such concerns are addressed sensitively and effectively in timely manner in accordance with agreed Lambeth LA Whistleblowing Policy and Procedures.

2. Shaping the Future

- * Be an aspirational and visionary leader and manager who is able to innovate and take on new challenges.
- * Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- * Ensure that the school ethos and vision is clearly articulated, understood and acted upon effectively by all members of the school community.
- * Ensure a culture of staff professionalism.
- * Motivate and work with others to create a shared culture of excellence that promotes inclusion and maximises the achievement of staff and pupils.
- * Monitor, evaluate and review the effects of policies, priorities and the performance of the school in practice and take appropriate action.
- * Ensure the effective management of finances, human resources, organisation and administration support whilst implementation of the school's vision and aims.
- * Implement the Governing Body's policy on Equal Opportunities and inclusion for all staff and pupils.
- * Promote equality and inclusion in all aspects of school life and ensure a positive environment in which diversity is embraced.

3. Leading Teaching and Learning

- * Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- * Ensure teaching is underpinned by subject expertise and establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- * Promote an exciting and challenging curriculum that inspires every pupil to develop the key skills required to be an effective learner and achiever.
- * Develop and maintain a school culture and ethos of challenge and support where all pupils can reach their full potential and maximise their engagement in their learning.
- * Work closely with families to support the development of lifelong learning amongst pupils and parents.
- * Monitor, evaluate and review classroom practice and collaboratively develop improvement strategies.
- * Robustly challenge under-performance at all levels including pupils and staff and be able to put in place effective intervention programmes.
- * Ensure that the curriculum is regularly reviewed, evaluated and updated, taking account of school, local and national initiatives, policies and statutes, in partnership with colleagues, Governors, pupils and parents as appropriate.
- * Ensure that a broad range of extra-curricular activities are always available to support diversity, inclusion and challenge to pupils
- * Ensure that the high standards of behaviour and attendance of the pupils is maintained.

4. Additional and special educational needs (SEN) and disabilities

- * Promote a culture and practices that enables all pupils to access the curriculum.
- * Have ambitious expectations for all pupils with SEN and disabilities.
- * Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- * Ensure the school fulfils statutory duties regarding the SEND Code of Practice.



5. Developing Self and Working with Others

- * Treat all members of the school community fairly, with dignity and respect, in order to secure and maintain a positive school ethos and culture.
- * Build and maintain a collaborative and effective school (at all levels – within the staff, between staff and pupils, staff, families and the local and wider communities).
- * Actively engage with other schools, especially in the local "Windmill" Cluster, to support joint learning and to secure appropriate and effective use of resources.
- * Ensure staff have access to appropriate, high standard professional development opportunities.
- * Keep up to date with developments in education.
- * Develop and maintain effective strategies and procedures for staff induction, professional development, performance review and staff retention.
- * Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- * Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- * Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in the arrangements made for the appraisal of Headteacher performance
- * Manage own workload and that of others to allow an appropriate work /life balance.

6. Managing the School

- * Ensure that outstanding teaching remains a prime focus by recruiting, developing and nurturing this core value in all teaching and support staff.
- * Create an organisational structure that reflects the school's ethos, and enable the management systems, structures and processes to work effectively in line with legal requirements.
- * Manage staff well with due attention to workload.
- * Work with the Governing Body to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- * Ensure the effective management of the school's budget to achieve the school's goals and priorities by setting appropriate priorities for expenditure, allocation of funds and ensuring effective administration and controls are in place.
- * Ensure rigorous approaches to identifying, managing and mitigating risk.
- * Manage and organise the school efficiently and effectively to ensure it meets the needs of all site users including pupils, staff and parents and supports effective curriculum delivery whilst complying with.
- * Lead on the development of the Resource Base to ensure that it is effective in its remit and enhances the school's identity and provision.

7. Securing Accountability

- * Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- * Be accountable and hold others accountable for the standards and achievement in the school
- * Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review appraisal, review and evaluation implemented in line with DfE and/or Local Authority policy and guidelines
- * Understand and welcome the role of effective governance, including accepting responsibility
- * Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
- * Be able to present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including Governors, the Local Authority, Ofsted, DfE and anyone else as required
- * Ensure that parents/carers of pupils are kept informed and updated about the curriculum, attainment and progress and about the contribution they can make in supporting children's learning and achieving the school's targets for improvement
- * Advise and assist Governors so that they fulfil their responsibility for raising standards of educational achievement and are able to make informed decisions about school improvement priorities
- * Carry out any such duties as may be reasonably required by the Governing Body

8. Strengthening Community Links

- * Promote and engender positive community cohesion especially through strong relationships with the local and wider community including organised groups and partners and volunteers who play such a vital role in the school
- * Collaborate with cluster schools in order to share good practice and expertise to the benefit of pupils, staff and parents
- * Collaborate, at both strategic and operational levels, with parents, carers and other relevant agencies to protect and safeguard pupils in order to secure their health, safety and well-being



PROFESSIONAL QUALIFICATIONS & EXPERIENCE		A&I
Qualified teacher		E
Broad experience as a Headteacher or Senior Leader, including teaching or managing across the full Primary curriculum		E
NPQH		D
Evidence of sustained professional development throughout career		E
Evidence of ability to quickly and successfully acquire and apply new skills and knowledge in a professional context		E
Able to demonstrate reflectiveness, resilience and perseverance		E
SAFEGUARDING & CHILD PROTECTION		
The candidate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment		E
SHAPING THE FUTURE		
Experienced about ways to build, communicate and implement a shared and strategic vision for the school's future sustainability		E
Experience of successfully initiating, implementing and evaluating change and development		E
Committed to inclusion and the ability and right of all to meet their full potential		E
Committed to setting and achieving ambitious and challenging goals and targets		E
Experienced in leading change, creativity and innovation		E
LEADING TEACHING & LEARNING		
Experienced in the use of strategies for raising achievement and achieving excellence		E
Experienced in the principles of effective teaching and assessment for learning		E
Experienced in the development of a personalised learning culture within the school		D
Able to use data, benchmarks and feedback to monitor progress in children's learning and development to inform personalisation		E
DEVELOPING SELF AND WORKING WITH OTHERS		
Able to build and motivate a strong team that enables all staff to carry out their respective roles to the highest standard and all staff to work effectively together to deliver school improvement		E
Understands the relationship between managing performance, continuous professional development (CPD) and sustained school improvement		E
Appreciates the significance of interpersonal relationships, adult learning and models of continuing professional development		E



MANAGING THE SCHOOL	
Experienced in delivering the principles and strategies of school improvement	E
Understands strategic financial planning, budgetary management and principles of best value	E
Makes professional, managerial and organisational decisions based on informed judgements	E
SECURING ACCOUNTABILITY	
Committed to the school working effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all its pupils	E
Committed to the individual, team and whole-school accountability for pupil learning outcomes	E
Excellent knowledge and understanding about community engagement and its implications for all stakeholders', and the school's, continuing success	E
STRENGTHENING COMMUNITY	
Able to build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils	E
Understands the wider curriculum beyond school and the opportunities it provides for pupils and the school community	D
Understands the benefits of working with other agencies and opportunities for collaboration	D
ATTITUDES	
Fully committed to whole-school improvement and securing the engagement of all stakeholders	E
Commitment to equality of opportunity and inclusion	E
Continued commitment to the development of Leadership and Management skills	E
Vision to promote and support an enriched curriculum including educational visits, extra-curricular activities	E
An imaginative approach to working with others to provide best opportunities for our pupils	E
PERSONAL SKILLS & ATTRIBUTES	
Able to maintain and further develop existing excellent links with parents, other stakeholders and the local community	E
Excellent communication skills, ability to relate to people at all levels	E
Ability to maintain confidentiality	E
Presents an excellent role model for pupils and staff	E
Excellent interpersonal skills and a caring understanding approach	E
Excellent time management and organisational skills	E
Demonstrates perseverance and resilience	E
A flexible, approach and open to new ideas	E
Ability to work in partnership with governors and colleagues in the best interests of the school	E
Demonstrates high standards of personal integrity, loyalty, discretion and professionalism	E
CONFIDENTIAL REFERENCES & REPORTS	
Written references will be requested to confirm experiences, professional and personal knowledge, skills and abilities	E
Proof of qualifications will be required at interview	E
The post offer will be subject to a satisfactory health check and enhanced DBS disclosure, confirmed excellent attendance record	E



If you believe you have the relevant skills and experience for this position, please apply.

An application form can be downloaded from TES, Teach Lambeth, DfE teaching jobs or from our school website www.richardatkins.org

Completed applications should be emailed to Natalia Correa, School Business Manager, ncorrea@richardatkins.org

Closing date for applications:

Tuesday 10th September 2024

Interview dates: 24th and 25th September 2024

School visits are essential.

To make an appointment please call Natalia Correa on 020 8674 5601 and email ncorrea@richardatkins.org or book your slot using the following link:

<https://outlook.office365.com/book/RichardAtkins@richardatkins.org/s/12KCcEgvIECmJDMKcTriwA2>

Richard Atkins Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to safer recruitment practice and pre-employment checks, including an enhanced DBS check, will be undertaken before any appointment is confirmed.