

January 2018



# Headteacher APPLICATION PACK



**KINGS AVENUE SCHOOL**

Kings Avenue, London SW4 8BQ 020 7622 1208 [www.kingsavenueschool.co.uk](http://www.kingsavenueschool.co.uk) PAGE 1

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**Kings Avenue School**  
Kings Avenue  
London SW4 8BQ  
020 7622 1208  
[www.kingsavenueschool.co.uk](http://www.kingsavenueschool.co.uk)

January 2018

Dear Applicant

## Headteacher for September 2018

Thank you for your interest in this opportunity to become our next Headteacher, starting in September 2018. Following the retirement of the long-standing Headteacher, the Governing Body is seeking to appoint an enthusiastic and talented individual who believes passionately in the importance of an outstanding primary education, who will lead the School and will help both our children and staff to realise their full potential.

Kings Avenue School is a maintained primary and is part of the Loughborough Federation of Schools based in the London Borough of Lambeth. We are a friendly, multicultural community school taking children from age 3 – 11 years. We care for every child and develop their self confidence within a safe, diverse, happy and stimulating learning environment.

Kings Avenue is currently a 'requires improvement' school so we are looking for an inspirational Head who can drive up standards and secure the best possible outcomes for our children, leading us through good and then to outstanding. We are looking for someone who has the passion and drive to lead our able and dedicated team of staff, and to provide a clear direction to improvement.

This is an excellent opportunity to make a difference and be involved in transforming our friendly community school into an outstanding provision. If you believe you have the relevant skills and experience to be considered for this position, we would welcome hearing from you.

Our website ( [www.kingsavenueschool.co.uk](http://www.kingsavenueschool.co.uk) ) gives a good introduction to our School, but we would also like to encourage you to come and visit the School. Please contact Anupa Shah, the School Business Manager on 020 7622 1208 or by email: [ashah15.208@lgflmail.org](mailto:ashah15.208@lgflmail.org) to make an appointment. We will be happy to welcome you to Kings Avenue and proud to show you around.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references will be taken up before interview.

After discovering our School for yourself, we do hope you might view it as your next exciting career opportunity, and we very much look forward to hearing from you.

Yours sincerely,

**Alison Lodge and Julia Carleysmith**  
Co-Chair of Governors







Kings Avenue School is a maintained primary and part of the Loughborough Federation of schools based in the London Borough of Lambeth. We are a friendly, multicultural community school taking children from age 3 - 11 years. We care for every child and develop their learning and self confidence within a safe, diverse, happy and stimulating learning environment. We have 377 pupils on our roll.

### What we want for our children

We want our children to aim high, to be resilient and resolute, and hold positive attitudes. We want them to enjoy learning and achievement. We want them to work hard, gaining the knowledge and skills they will need to be responsible citizens in a changing and challenging world. We want them to become self confident, respectful and caring people who believe that nothing is beyond them.

### Our values

Our teachers and staff will be collaborative, inclusive and reflective in their work, honest and accountable in their actions, positive and tenacious in their collective commitment to making Kings Avenue an outstanding school.

### Our vision

We will make Kings Avenue the first choice school for all the families in our community. Kings Avenue looks forward to the future with confidence, and will enthusiastically prepare children to make good choices as they face the challenges of a rapidly changing world. Our school community will embrace change and be passionate about lifelong learning for all. We value and proudly celebrate the diversity of the school community and will nurture the well being, self confidence, sense of responsibility and self esteem of all, within a safe and happy learning environment. We will hold to the values we share, providing guidance, help and support to realise our vision with integrity, honesty, professionalism and commitment as part of a team. We will communicate clearly the vision and values of the school throughout our community. We will all expect the best, achieve the best and celebrate the successes of all.

*For further information about our school, visit our website: [www.kingsavenueschool.co.uk](http://www.kingsavenueschool.co.uk)*



#### Accountable to:

**Kings Avenue School  
Governing Body**

#### Scale:

**Leadership range L18 - 24  
+ up to 20% discretionary  
allowance**

#### Start date:

**September 2018**

#### Purpose of the post:

- To provide professional leadership for the School which will raise achievement of pupils and provide an environment for teaching and learning that empowers both staff and pupils to always achieve at their best.
- 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 and the policies of the Governing Body agreed in consultation with the Local Authority.

*The job description is continued on the next page.  
It should be read alongside the range of duties and responsibilities of Headteachers  
as set out in the current Teachers' Pay and Conditions Document.*





### Shaping the Future

1. To ensure that the school ethos and vision is clearly articulated, understood and acted upon effectively by all members of the school community.
2. To develop the strategic future of the School, with senior management, staff and Governors, to ensure the best possible environment for pupils to achieve their best.
3. To motivate and work with others to create a shared culture of excellence that promotes inclusion and maximises the achievement of staff and pupils.
4. To be an aspirational and visionary leader and manager who is able to innovate and take on new challenges.
5. To monitor, evaluate and review the effects of policies, priorities and the performance of the School in practice, and take appropriate action.
6. To ensure the effective management of finances, human resources, premises, organisation and administration support whilst implementing the school's vision and aims - working closely with the Loughborough Federation Business Services.
7. To implement the Governing Body's policy on Equal Opportunities and Inclusion for all staff and pupils.

### Leading Teaching & Learning

1. To ensure outstanding teaching and learning in all areas of school life.
2. To promote an exciting and challenging curriculum that inspires every pupil to develop the key skills required to be an effective learner and achiever.
3. To 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.
4. To 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.
5. To demonstrate and articulate high expectations, and set stretching and challenging targets for all.
6. To ensure that differentiated learning opportunities and strategies are in place to support those pupils with additional needs, including those with English as an Additional Language, SEND and those at risk of underachievement.

7. To work closely with families both directly to support the development of lifelong learning amongst pupils and parents.
8. To monitor, evaluate and review classroom practice and collaboratively develop improvement strategies.
9. To robustly challenge under-performance at all levels including pupils and staff and be able to put in place effective intervention programmes.
10. To ensure that a broad range of extra-curricular activities are always available to support diversity, inclusion and challenge to pupils.
11. To ensure that the high standard of behaviour and attendance of the pupils is enhanced.



### Developing Self & Working with Others

1. To 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).
2. To actively engage with other schools, especially within the Federation and in the local Cluster, to support joint learning and to secure appropriate and effective use of resources.
3. To develop and maintain effective strategies and procedures for staff induction, professional development, performance review and staff retention.
4. To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
5. To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
6. To review annually the professional development of all staff at the school and report progress and actions to the Governing Body.
7. To 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.
8. To manage own workload and that of others to allow an appropriate work/life balance.

### Managing the School

1. To work towards outstanding teaching in all areas and ensure this is a prime focus by recruiting, developing and nurturing this core value in all teaching and support staff.
2. To work with the Governing Body to ensure there is an organisational structure that reflects the school's ethos, which enables the management systems, structures and processes to work effectively in line with the legal requirements.
3. To 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.
4. To 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.
5. To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous appraisal, review and evaluation.
6. To ensure that staff appraisals are rigorously implemented in line with DfE and/or Local Authority policy and guidelines.
7. To 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.
8. To 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.
9. To work in compliance with the School's Health & Safety policies and under the Health & Safety at Work Act (1974), ensuring the safety and security of pupils, staff and visitors and the school.
10. To be responsible for promoting the safeguarding and welfare of children and young people and implementing robust child protection systems.
11. To ensure all statutory requirements are met for child protection & for 'Children Looked After', and that the school works closely with the Local Authority support services allocated to the school.
12. To ensure that the policies and procedures adopted by the Governing Board are fully implemented and followed by all staff.
13. To ensure the safety and security of pupils, staff and visitors and the school site.
14. To carry out any such duties as may be reasonably required by the Governing Body.

## Person Specification

### EXPERIENCE & BEHAVIOURS

1	Qualified teacher
2	NPQH preferable
3	Considerable experience as either a Headteacher or Senior Leader, including teaching or managing across the full Foundation and Primary Phases
4	Experienced in the use of delivering and implementing strategies for raising achievement and achieving excellence, and an ability to demonstrate the impact of these strategies
5	Experienced about ways to build, communicate and implement a shared and strategic vision for the school's future sustainability
6	Experienced in leading change, creativity and innovation
7	Experience of working with children from disadvantaged backgrounds
8	An ambitious and inspirational leader, able to motivate and empower staff and children so that they exceed their own expectations in what they achieve
9	Excellent interpersonal skills; able to build on and maintain strong relationships with staff, parents and carers, children, governors and the local community
10	Evidence of sustained professional development throughout career
11	Able to demonstrate reflectiveness, resilience and perseverance
12	Excellent knowledge and experience of providing safeguarding and promoting the welfare of children and young people
13	Committed to inclusion and the ability and right of all to meet their full potential
14	Committed to setting and achieving ambitious and challenging goals and targets
15	Experienced in the principles of effective teaching and assessment for learning
16	Experienced in the development of a personalised learning culture within the school
17	Able to use data, benchmarks and feedback to monitor progress in children's learning and development to inform personalisation
18	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
19	Considerable experience of strategic financial planning and budgetary management
20	Excellent knowledge and understanding about community engagement and its implications for all stakeholders' and the school's continuing success
21	Able to build and maintain effective relationships with parents and carers, stakeholders' and the community so as to enhance the education of all pupils





This is an excellent opportunity to make a difference and be involved in transforming our friendly community school into an outstanding provision.

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

**Please complete and submit the application form online at TES.**

**Alternatively, please email Alicia Reynolds at [SchoolsHr@lambeth.gov.uk](mailto:SchoolsHr@lambeth.gov.uk) quoting reference: ED/TR/003**

**Completed applications should be submitted by the closing date: 29 January 2018**

**Interview date: 21 February 2018**

**School visits are strongly encouraged.**

To make an appointment please contact Anupa Shah on 020 7622 1208 or email [ashah15.208@lgflmail.org](mailto:ashah15.208@lgflmail.org)  
The School is easily accessible with public transport links and parking on site.

*Kings Avenue is committed to safeguarding and protecting the welfare of children. Appointment is subject to an enhanced DBS check.*

