



MAYFIELD PRIMARY SCHOOL

HEADTEACHER RECRUITMENT PACK

WELCOME FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in the role of Headteacher of Mayfield Primary School. After nearly 25 years of commitment to the school, our current head is leaving at the end of the academic year to pursue her many outside interests and hobbies. Governors, staff and families are all sad to say goodbye, but we welcome the opportunity to bring fresh ideas to our school. We are excited to see what comes next.

As the new Head you will have many opportunities to build on the strengths of the school, as well as shape it for the future. In 2018 the school moved into a new building with modern and well-designed facilities to provide a broad curriculum both inside and outside. The new building has a bright and welcoming library and a cooking room, as well as spacious classrooms fitted out with modern technology. We are very proud of our outside space, including one of the largest playground areas of any school in the borough. It is already used for many activities but there is potential for many more. Mayfield is situated in a green location, unusual for an urban school, and the governors would like to appoint someone committed to the principles of outdoor learning.

The staff at Mayfield are at the heart of learning and achievement and we are proud of our excellent team. There are low absence and turnover rates – testament to the strong team spirit and emphasis on wellbeing. As Head you would be expected to promote staff development opportunities for all, as well as being a positive role model for communication, partnership, and professional development. Governors are looking for someone who agrees that holistic wellbeing of children and staff is fundamental to achievement. Mayfield Primary School is committed to all aspects of child protection. We believe that all children have the right to be protected from abuse and harm and follow safeguarding procedures rigorously.

The school has strong, well-established links with the local community, and the doors are always open for parents and carers. As our new Head you would be expected to be approachable and readily available. A strength of our school is its place in the community – there is a very active and effective Friends of Mayfield group who raise thousands of pounds for e.g., library books, playground equipment and theatre shows for the children. The Governors live locally, are fully engaged with the school, and enjoy positive relationships with the Head and staff. We feel that this is a good base for future growth of the school and look forward to continuing this close collaboration to reach our vision together.

The school benefits from being a diverse community. We have the highest aspirations for all children and our SATs results bear testament to the hard work of teaching and non-teaching staff, and children alike. After the last difficult couple of years new strategies and measures may be needed to effectively raise standards even higher for all children, particularly those who face disadvantage of some kind. If you are unafraid of change and have a vision of parity and achievement for all we would love to hear from you.

WELCOME FROM THE CHAIR OF GOVERNORS

You are welcome to visit the school for an informal visit – please contact the office to arrange a time. The closing date for applications is 20th January 2023; interviews will take place on 10th February 2023.

Yours faithfully,



Emily Bishop
Chair of Governors



ABOUT MAYFIELD



OUR ETHOS

Our school is welcoming, caring, safe and supportive. Children (and staff) are happy and enjoy coming to school. Our parents and carers describe us as a small school with a strong community spirit. Our ethos embodies our mission statement - Striving Together for a Brighter Future - we work in partnership with our school community to ensure the best outcomes for all our children.

Children learn in an environment of mutual trust and respect. Teachers create classroom environments that are conducive to effective learning; calm, purposeful, support risk-taking and encourage cooperation and creativity.

We have high expectations of behaviour and academic performance and we expect all our children to work hard and to do their best.

OUR VISION

We aspire to be a school where:

- Progress and standards are above national averages
- The quality of teaching is outstanding across the school
- Children enjoy their learning and see relevance and purpose to their work
- The school ethos is calm, welcoming, safe and inviting and behaviour is excellent in every aspect of school life
- Staff have high morale, high moral purpose and consistently high expectations
- Leadership drives improvement, secures success and is ambitious in all aspects of school life

OUR VALUES

- Aspiration
- Determination
- Good Manners
- Honesty
- Kindness
- Respect for ourselves, others and our world
- Responsibility

ABOUT MAYFIELD

Mayfield Primary School is a happy and caring school.

All members of our community, children, parents, governors and staff, work together to create a harmonious and stimulating learning environment in which the needs of all of our children are met. We stand by our motto: **"Striving Together for a Brighter Future"** for all our children.

We moved into an amazing new building in September 2018 boasting new technologies and a variety of rooms that enable us to deliver an exciting curriculum! Our library is a favourite place for many children to curl up on the soft seating and get lost in a book; our Cooking Cabin is well used after school as well as during the day and a range of savoury and sweet dishes are created and baked by the children. The Hub is a "grown-up" seating and learning area for our year 5 and 6 children and the Studio lights up in a kaleidoscope of colour when the sun pours through the windows - a place where music, singing, dance and drama all take place. In addition, we have a Double Decker Learning Bus which the children love.

Our playground is enormous - a place for children to develop their skills as allotment holders; a place where they can explore nature in our Nature Garden; a place where they can sit and read in our outdoor library; a place where they can top up their fitness skills on our multi-gym equipment and a place where there is space to run and jump and skip, to throw and spin the diabolo, to walk on stilts, twirl ribbons, race on pedalos, blow bubbles, play stack-a-cups, football, basketball, hula and table tennis or race around our scooter track.

Mayfield is a magical place to learn and play.



ABOUT MAYFIELD

Our curriculum is exciting and interesting; it builds on our community strengths celebrating unity and diversity and the richness this provides our school.

Our curriculum is always considered with the Mayfield intent to provide great experiences that inspire learning, collaboration and the exploration and learning from nature and our immediate area.

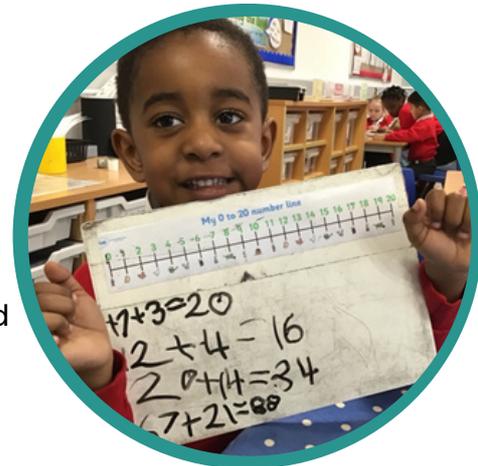
Classes are named after trees, Darwin - our unique emblem - designed by an ex-Mayfield pupil who is now a graphic designer and named by the children - captures the spirit of Mayfield in his name - an Old English name that means "Dear Friend."

Mayfield aims to provide a happy, secure environment where all children can enjoy learning and achieve their full potential.

We are committed to ensuring that all children have access to all curriculum experiences irrespective of race, gender, class or ability.

We aim to:

- Provide a safe and secure learning environment in which children are encouraged to respect themselves and others.
- This includes learning to respect and apply religious and moral values.
- Raise the self-esteem of all pupils and open doorways to learning.
- Work in partnership with Governors, parents and the wider community to ensure effective learning opportunities are accessed for all pupils.
- Help pupils to develop self-discipline and self-reliance.
- Help pupils to grow in independence.
- Help pupils become responsible, honest, trustworthy and reliable citizens.
- Help pupils develop lively and enquiring minds and to listen and argue rationally.
- Help pupils acquire a sense of respect for other people and property both in school and in the wider community.
- Encourage individual talents and creativity and to offer opportunities for the whole school to share these experiences.
- Encourage pupils to develop an active interest in caring for and appreciating their local and wider environment and the world.
- Help pupils acquire knowledge and skills relevant to future adult life and employment in an ever-changing world.



ABOUT MAYFIELD

Click on the pictures below to see Mayfield in action!



Indoor Spaces



Reception



Butterflies



Nursery



Outdoor Spaces



Art Week

Some of our videos were made during the pandemic but we hope they give you a flavour of our learning environment.

MAYFIELD PRIMARY SCHOOL

HEADTEACHER JOB DESCRIPTION

Responsible to: The Governing Body of the School

Responsible for: The Headteacher carries out duties in line with the conditions of employment as set out in the current *School Teacher's Pay and Conditions Document*, the *National Standards of Excellence for Headteachers* and the policies and procedures of the Governing Body.

Key Responsibilities of the Post

- Take the lead role in working with the Governing Body to develop a collaborative school vision, which embraces excellence, high standards, and inclusion. Translate the vision into a development plan and implement it successfully.
- To be responsible for the internal organisation, management, and control of the school.
- Secure excellent teaching to achieve high standards of learning and attainment across the school.
- Ensure a culture of high staff professionalism and accountability.
- Manage finance and resources astutely to maximize their use and value.
- Build, develop and maintain effective relationships with parents, carers, and the wider community to enhance the education of all pupils.
- Ensuring that health and safety, equal opportunity, and safeguarding policies are fully implemented and managed.
- Promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment.

Strategic Leadership and Management

- Drawing on experience and best practice, work together with the Governing Body and Senior Management Team to build a strong strategic direction and ongoing school development plan.
- Maintain and further develop the school's ethos and provide educational vision and direction for the school which secures: effective teaching, successful learning and outstanding pupil achievement, sustainable high standards in pupil's spiritual, moral, cultural, social, and physical development; preparing them for life's opportunities and experiences.
- Ensure all those involved in the school are committed to its aims, are motivated to achieve them, and are involved in setting and meeting the long, medium and short-term objectives and targets which will secure the educational success of the school.
 - Ensure the school's management, finances, organisation, and administration support its vision and aims.

- Ensure policies and practices take account of national, local, and school data and inspection and research findings and reflect best practices.
- Monitor, evaluate and review the effects of the school's policies, priorities, and targets and take action as necessary.

Educational Leadership and Management

- Create and maintain an environment that promotes and secures outstanding teaching, effective learning, and high standards of achievement, behaviour, and a passion for learning.
- Work with the Governing Body and Senior Management Team to determine, organise and implement the curriculum and its assessment; routinely monitor and evaluate to identify and share good practices and act on areas for improvement.
- Use benchmarks and evidence-based best practices to set targets for service delivery and improvement.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of ALL pupils across the school, including those with special needs, those from disadvantaged backgrounds, and those identified as a priority for Ealing. To set and meet challenging, realistic targets for achievement.
- Maintain and further develop the school's effective partnership with parents/carers and the wider community to support and improve pupil's achievement, personal development and the closing of attainment gaps in specific groups.

Professional Development

- Take responsibility for their continued professional development, engaging critically with educational research.
- Motivate and enable all staff to develop expertise in their respective roles through high-quality continuous professional development.
- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

People Leadership and Management

- Work with the Governing Body and Senior Management Team to recruit staff of the highest quality, always complying with best and safer recruitment practices.
- Work with the Senior Management Team to deploy all staff effectively to ensure the highest quality of education is provided.
- Maximise the contribution of staff to improving the quality of education provided, standards achieved and ensure effective working relationships are in place throughout the school.
- Plan, allocate, support and evaluate the work of teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

- Implement and sustain effective systems for management of staff performance, incorporating appraisal and targets, ensuring those for classroom staff relate to pupil achievement.
- Identify and nurture talent to enable effective leadership development and succession planning.
- Ensure professional duties are fulfilled, as specified in *the Terms and Conditions of Service of Teachers*, including those for the Headteacher.
- Lead by example, demonstrate and ensure the continuous commitment by all staff to help keep the children and young people in the care of the school safe.

Financial and Resource Management

- Work closely with the Business Manager, set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control in line with guidelines agreed with Governing Body.
- Monitoring actual spending against budget.
- Monitoring and evaluating the impact of funding to support the progress and achievement of priority groups including those with special educational needs and/or disabilities, or those eligible for pupil premium funding.
- Ensuring that efficient administrative systems are implemented and managed in line with audit requirements
- Managing and utilising the site and facilities to their full value to the school and the community.
- Securing continuing school improvement, underpinned by sound financial planning and business processes and systems.

Accountability

- Provide information, objective advice and support to the Governing Body in meeting its responsibilities for securing effective teaching and learning, and the highest standards of achievement, efficiency and value for money.
- Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Governing Body, pupils, parents/carers, the local community, OFSTED and others.
- Ensure pupils and parents/carers are well informed about the curriculum, attainment and progress and about the contribution they make to the school's achievements.
- Ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal, operational and strategic governance requirements, including those relating to safeguarding.

Additional and special needs and disabilities

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities.
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively.
- Ensure the school works effectively in partnership with parents, carers, and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate.
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

Organisational Management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Ensure rigorous approaches to identifying, managing and mitigating risk.



MAYFIELD PRIMARY SCHOOL

PERSON SPECIFICATION

HEADTEACHER

The person specification outlines the key skills, knowledge and understanding the governors are looking for. Each candidate will be assessed against the criteria by the selection panel. Candidates will be expected to demonstrate knowledge and understanding of each area and show evidence of having applied this in the school context.

When completing your application ensure you address all the relevant criteria as indicated: A = application form; I = interview/assessment process. Your responses should include your role, the actions and decisions you took and the impact or outcome of your involvement.

Your supporting statement should be no more than four A4 pages in a font no less than Arial 11 point.

QUALIFICATIONS & EXPERIENCE

- | | |
|--|------|
| 1. Educated to at least degree level | A |
| 2. Qualified Teacher Status | A |
| 3. Evidence of ongoing professional development | A |
| 4. Significant, successful experience as a senior leader and manager in a primary school | A |
| 5. Proven and demonstrable excellence as a classroom teacher in a culturally and ethnically diverse environment | A |
| 6. Ability to secure /maintain high standards of behaviour and attendance | I |
| 7. High professional standards developed and maintained through performance management in curriculum, financial management, health and safety, employment legislation, data analysis | I |
| 8. Thorough understanding of the Ofsted inspection framework | A, I |
| 9. Knowledge of and commitment to safeguarding and child protection procedures | A, I |

LEADERSHIP & MANAGEMENT SKILLS

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|--|------|
| 1. Strong budgeting, financial planning and management skills, with experience of making effective use of resources including Pupil Premium | A, I |
| 2. Promote and achieve high standards of teaching and learning and continue to raise levels of attainment and progress for all | I |
| 3. Have a clear focus on those needing additional support, including Pupil Premium and those with additional and specialist needs and disabilities | A |
| 4. Ability to inspire, challenge and empower colleagues and pupils to achieve their potential | I |
| 5. Devolve responsibilities, delegate tasks, and monitor and evaluate practices to see that they are being carried out and are effective | I |
| 6. Deal sensitively with people and resolve conflicts | I |

SHAPING THE FUTURE

- | | |
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| 1. Make decisions based on analysis, interpretation and understanding of relevant data and information | A |
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2. Think strategically, creatively and imaginatively to anticipate and solve problems and identify opportunities	A
3. Work productively with the Governing Board to build on and communicate a collaborative vision for the school that sets the highest possible standards for every member of staff and pupil	I
4. To develop that vision into a practical plan that inspires and motivates the whole school community	I
5. Recent experience of leading whole school initiatives that have had a demonstrable impact on pupil attainment	A
6. A commitment to continuing professional development of all staff with a view to retention of experienced, highly qualified teachers and support staff	I
7. A willingness to engage with outdoor learning pedagogies	I

LEADING TEACHING & LEARNING

1. Demonstrate a clear understanding of the essential elements necessary for effective teaching and learning, and the ability to develop a culture where striving for outstanding teaching and learning is central to the school's work	A, I
2. Implement strategies to promote diversity and to ensure inclusive access to the curriculum and equality of opportunity	A, I
3. Recognise that well-being of staff and pupils is central to a thriving community of learners; be able to make a positive difference to the well-being of everyone in school	I

COMMUNICATION SKILLS

1. Communicate effectively orally and in writing to a range of audiences	I
2. Develop, maintain and use an effective network of contacts	I
3. An ability to listen and respond to the contributions of others; integrate team ideas into effective working solutions	A, I

PERSONAL QUALITIES & WORKING WITH OTHERS

1. A passion for education and children's learning	A, I
2. An ability to be a visible role model in the school and an ambassador in the wider community	I
3. Able to prioritise and manage his/her own time effectively	I
4. Able to work under pressure and to deadlines	I
5. An ability to foster a culture of respect and openness	I



Thank you for your interest
in Mayfield Primary School
Good Luck with your
application!

