



Brindishe
Green

Head of School Candidate Pack

Letter from the Executive Head

Dear Colleague,

Firstly, let me extend a warm welcome to you. I am delighted that you have expressed an interest in the role of Head of School at Brindishe Green.

I have been in post as the Executive Head of the Brindishe Federation of Schools since September 2018, moving over from my headship within the Royal Borough of Greenwich. Over the last few years, I have been developing our partnership to take it from strength to strength and working individually with each of the three schools in both a supportive and strategic way. The Brindishe Federation is very well established and I am proud to be involved in the development of three schools which serve such a rich and diverse community.

Brindishe Green School is the largest of the three within the Federation, is a hive of creative and enthusiastic staff, and the children are an absolute pleasure. With large classrooms and plenty of extra learning spaces, the children are able to immerse themselves in their own small group or independent learning through the guidance of a fantastic team of staff. The large Victorian building, has spacious grounds including a children's kitchen, a large roof top sports pitch and a fantastic outdoor play area. It is situated within a very welcoming community and is close to shops, parks and Hither Green train station – great for commuting. We are also lucky to have a car park!

Being part of the Federation allows the school to have access to a wealth of skills, knowledge and support including an exceptionally committed SLT team; a fantastic group of teachers and support staff; a forward thinking IT team; a highly skilled finance team and a motivated premises team ensuring we are continually striving for the best we can, providing a fantastic education for our community. Being within the Federation not only allows you to develop as a leader of your own school, but also gives you the opportunity of working closely with our existing Brindishe heads developing tri-school plans, projects and policies.

For more information regarding this position, please contact our recruitment partner, **Academicis: Ross Laird: 01223 907979 / 07901 585959 / rlaird@academicis.co.uk**

Kind regards,

Rachel Waite
Executive Head

We ensure that
all children are
able to succeed.

About the Role

Are you an aspiring Head of School looking for your first Headship or an already experienced leader looking for your next challenge? Brindishe Green School is looking for a passionate, motivated and committed individual to join our Federation and lead our school.

What we're looking for Brindishe Green is a maintained Local Authority school which is strong, diverse, forward looking and vibrant. To our community, to our children, to our staff and parents/carers you will be their Head of School – the pivotal person, their go-to person and the strength of the school responsible for all day to day running of Brindishe Green.

Brindishe Green is a large, three form entry, which works in close partnership with two other schools, Manor and Lee, as part of the Brindishe Federation. All three Ofsted-rated outstanding schools, serve one community within the area of Hither Green/Lee, in the South East of London.

Working with our Executive Head of the Federation, our tri-school Governing Body and with your SLT, you will lead 30+ talented, committed and highly-skilled staff including enlightened and talented teachers and an expansive and agile support staff. You will work alongside the Head of School of Brindishe Manor and Brindishe Lee sharing ideas, your personal strengths and bringing the best possible opportunities to all of the children in our federation.

As well as welcoming and celebrating diversity and pursuing high standards of achievement and academic excellence, we value inclusion, creativity and the joy of learning and enrichment.

Everything we do is driven by the three Brindishe Schools' motto 'together we are more'.

If you have the vision, drive and determination to lead Brindishe Green School and are excited about taking the school, along with Brindishe Manor and Lee, through the next journey following such challenging times, please contact our recruitment partner Academicis: Ross Laird: 01223 907979 / 07901 585959 / rlaird@academicis.co.uk

Behaviour and relationships throughout the school are very good.



Job Description

Job Title: Head of School – Brindishe Green Primary School

Start Date: September 2021

Salary: Competitive, depending upon experience but within the range of Leadership Point 23 and Leadership Point 27a

Brindishe
Green

Main purpose of the job

The Head of School of Brindishe Green will

- promote and support the vision and direction of Brindishe Green School by providing the day-to-day leadership that will enable it to succeed and provide high quality education for its children.
- lead and manage the school on a day-to-day basis, the leadership group of the school and is the first point of contact for all stakeholders and external agencies in matters relating to the school
- be an ambassador for the school and will promote and raise its profile in the wider communities

The Head of School of Brindishe Green will

- work closely and in partnership with the Headteacher of Brindishe Manor and the Headteacher of Brindishe Lee to secure and promote the continued success of the Brindishe Federation

The Executive Head has overall and strategic responsibility for all three Brindishe Schools and will support and advise the Head of School in each school. The Executive Head is the Head of School's line manager.

Qualities

The Head of School of Brindishe Green 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

Duties and Responsibilities

The Head of School of Brindishe Green will:

- raise standards of achievement, working with the Executive Head, school leadership team and Brindishe Federation Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential
- be responsible for all day-to-day management of the children, staff, adult users, resources and building, so-as to promote and secure the achievements and well-being of all children and adults

- will be responsible for the day-to-day basis for the internal organisation, management and control of the school. In carrying out their duties the Headteacher will consult and liaise with and work in partnership with the Executive Head. He/she will consult, as appropriate, with the Local Authority, the Governing Body, the school staff, the children and the parents and carers of its children
- effectively manage, encourage, develop and support staff and actively and visibly demonstrating a responsibility towards them and be closely involved with the Executive Head in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved

School Culture and Behaviour

The Head of School of Brindishe Green will:

- develop and share the vision and direction of Brindishe Green maintaining the school's ethos, identity and enriching school life in a clear school development plan that rigorously evaluate progress towards targets and outcomes
- uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- share outstanding practice across the Federation and other schools' communities
- advise and support staff and governors in policy development and implementation



Job Description *continued*



- ensure a culture of staff professionalism
- will have a key part in ensuring the effective management of children's behaviour, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school actively promoting good behaviour; supporting staff and parents in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption
- implement and keep under review a fair and effective discipline policy which protects the rights of all users to a safe and harmonious learning / working environment and is firmly based on and rooted in securing and promoting good relationships

Teaching, Curriculum and Assessment

The Head of School of Brindishe Green will:

- ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at Brindishe Green School
- ensure that statutory requirements for the National Curriculum are met in a broad, balanced and relevant
- ensure that the Brindishe Curriculum, provision and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes, backgrounds
- give priority to developing high quality teaching and learning across all subjects and phases, based on evidence
- ensure that a system for monitoring and developing the quality of teaching and learning is in place
- ensure that there is an effective system for assessing, recording and reporting of children's progress
- encourage new developments and creativity in the curriculum and capitalise on local and national initiatives which is underpinned by subject expertise
- establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence- informed approaches to reading so that all pupils are taught to read

Additional and Special Educational Needs (SEN) and disabilities

The Head of School of Brindishe Green will:

- work with the Federation Inclusion team and staff to strengthen SEND at Brindishe Green
- promote culture and practices that enables all pupils to access the curriculum
- have ambitious expectations for all pupils with SEN and disabilities
- make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Managing the school

The Head of School of Brindishe Green will:

- work with the Executive Head to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- manage staff well with due attention to workload
- work with the Executive Head and the Governing body on setting and using the school budget to deliver a quality education and to meet the objectives of the school development plans
- manage the agreed budget on a day-to-day basis ensuring effective administration and control and value for money
- monitor the budget and with the Executive Head make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements



Children are encouraged to respond to and evaluate their own and others' learning.

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Job Description *continued*

- ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- ensure rigorous approaches to identifying, managing and mitigating risk
- support the Executive Head in securing additional and sufficient resources for the school
- manage effectively the day-to-day deployment and performance of all staff
- ensure that all staff carry out their professional duties in accordance with their job description and within national guidance and regulations and local agreements
- encourage and model open-mindedness, agility, initiative, transparency, and integrity, team work and working in
- Develop and strengthen leadership and distributed leadership across the school partnership

Professional Development

The Head of School of Brindishe Green will:

- support the Executive Head in carrying out the requirements for Performance Management
- motivate and support staff by identifying and addressing areas for development and building on their strengths
- ensure staff have access to appropriate, high standard professional development opportunities
- keep up to date with developments in education
- seek training and continuing professional development to meet needs



Governance, accountability and working in partnership

The Head of School of Brindishe Green will:

- work closely with the Executive Head and with the Chair and members of the Governing Body as appropriate and build and sustain a positive working relationship
- provide information, advice and support to the Executive Head and to the Governing Body based on a well-grounded and practical knowledge of the school on a day-to-day basis
- work with the Executive Head to ensure that the school staff and governors collect, receive and use performance data to support school improvement and raised levels of achievement
- work with the Executive Head to update and report the school's self-evaluation for Ofsted and collect evidence to support judgments made in evaluating the school's success
- ensure parents /carers are informed about their child's attainment and progress and support them in understanding how they can contribute to supporting their child's learning
- develop and encourage working partnerships with parents and carers and the local community
- develop and encourage an effective partnership with the community of Brindishe Schools drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively with all staff and Governors across the federation
- Encourage inter-school links and events of mutual benefit to all of Brindishe Schools' children
- develop and encourage mutually supportive working relationships with all local schools and academies and all relevant agencies including and especially the Local Authority and Social Care and Health professionals
- ensure that staff understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Your child's well being, health and safety are very important to us.

Person Specification

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the shortlisting and interview process for this post.

	Essential/ Desirable	Competencies Application (A) Interview (I)	
Qualifications and professional status			
• Degree-level qualification, or equivalent and Qualified Teacher Status	E	A	
• NPQH or equivalent professional qualification	D	A	
• Relevant or recent development that prepares the applicant for this post	D	A	
• Up-to-date safeguarding training	E	A	
Knowledge			
• A very good understanding of how to describe, develop and share a vision for an outstanding primary school with all relevant stakeholders	D	A	I
• A thorough knowledge of the national and the extended curriculum and teaching and learning in the Early Years Foundation Stage, Key Stages 1 and 2	E	A	I
• An understanding of effective and inclusive school development planning processes	E		I
• An understanding of the issues involved in creating, leading and empowering teams	D		I
• An understanding of how a school can monitor and support the needs of all of its children and groups of children (e.g. different ethnic groups ,genders, social class, abilities)	E	A	I
• An understanding of the issues to be considered in the successful development and application of school policies	E	A	I
• A thorough knowledge of how to develop and apply effective strategies for promoting good behaviour in a primary school	E	A	I
• A commitment to safeguarding and promoting the welfare and well-being of all pupils	E	A	I
Skills			
• Necessary skills to successfully manage the school's resources, curriculum and staff	E		I
• Necessary skills to manage key areas of the school budget, to create, generate, devise and respond to income generating projects and to secure successful strategies for increasing the school's resources	D		I
• Ability to use IT and MIS systems to support school management and to increase the school's efficiency and effectiveness	D	A	I
• Necessary skills to effectively and efficiently manage communication, administration and all resources including human resources/personnel	D	A	I
• Ability to communicate clearly both orally and in writing	E	A	I
• Proven experience of developing and maintaining good relationships with pupils, parents and carers, colleagues and governors demonstrating the ability to remain flexible, be open to ideas and to stay calm under pressure	E	A	I
• Ability to demonstrate effective interpersonal skills, in particular to gain the confidence, trust and respect of staff and children and to lead by example	E	A	I
Leadership			
• Ability to innovate, promote new ideas and manage change, recognising and developing existing staff expertise and encouraging teamwork, partnership and collegiality	E	A	I
• Ability to raise the standards and achievement of all pupils and in particular to ensure that cohorts at the end of key stages 1 and 2 reach national expectations in English, Maths and Science	E	A	
• Ability to lead staff in securing and monitoring curriculum development and implementation and in monitoring impact and learning outcomes	E	A	
• Ability to carry a very wide and diverse portfolio of responsibilities, to work under pressure and to deadlines and to lead staff in managing change	E	A	
• Ability to recognise, model and communicate outstanding practice in teaching and learning and in school leadership at all levels	E	A	I

Person Specification *continued*

	Essential/ Desirable	Competencies Application (A) Interview (I)	
Experience			
• Successful senior leadership (DHT and above) experience including experience of managing in a school where children and families are drawn from a wide range of cultural backgrounds and represent a wide range of abilities and social circumstances	E	A	I
• Experience of developing and maintaining good relationships between and with all school users	E	A	I
• Designing and using effective systems for ensuring that a school runs as a smooth and efficient organisation	D	A	
• Being responsible for the successful management of the implementation of national and school devised strategies	E	A	I
• Successful, recent, primary teaching	E	A	I
• Managing budgets and finances and resources in accordance with the priorities of the school	D	A	I
• Promoting the professional development of staff including monitoring performance and performance appraisal and review	E	A	I
• Working in partnership with parents/carers and of working in partnership with outside agencies	E	A	I
• Working in partnership with another school / other schools to bring mutual benefit to staff and children	D	A	I
Inclusion, diversity and accessibility			
• Evidence of a commitment to the principles of equality of opportunity, inclusion and safer recruitment	E	A	I
• Evidence of the ability to develop and to implement strategies, which will enable a school to put these principles into practice	E	A	I
• Evidence of how to use a school's resources and expertise to foster the community ethos and develop links with the community in the context of the extended school environment	E	A	I
Personal Qualities			
• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times	E	A	
• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	A	
• Ability to work under pressure and prioritise effectively	E	A	I
• Commitment to maintaining confidentiality at all times	E	A	I
• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	E	A	I

Brindishe Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory reference checks and other pre-employment checks.

This job description may be amended at any time in consultation with the post holder.



Your child's well being, health and safety are very important to us.

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How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultants at **Academicis: Ross Laird: rlaird@academicis.co.uk – 01223 907979/07901 585959**

In addition, you will need to submit a supporting statement, setting out the vision, relevant experience, skills and competencies that you will bring to the role.

Please email your application to: **Ross Laird** at **Academicis: rlaird@academicis.co.uk**

Closing date: Monday 24th May

Shortlisting date: Monday 24th May

Interviews: Thursday 27th May



**Brindishe Green School
Beacon Road
London SE13 6EH**

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