



Lovelace Primary School

Headteacher Recruitment Pack



**Learning together - Succeeding
forever**



Job Description



Grade:	Headteacher's negotiable depending on experience
Responsible to:	The Governing Body of Lovelace Primary School
Responsible for:	Carrying out the duties of Headteacher in line with the conditions of employment as set out in the current School Teachers' Pay and Conditions document, the Headteachers Standards 2020 and the policies and procedures of the School and Governing Body.

This job description is based on the headteachers' standards 2020; these reflect the idea that headteachers are leading professionals and role models for the communities they serve. Their leadership is a significant factor in ensuring high-quality teaching and achievement in schools and a positive and enriching experience of education for children. Together with those responsible for governance, they are custodians of the nation's schools. The headteachers' standards set out how headteachers meet these high expectations.

CORE PURPOSE

The core purpose of the position of headteacher is to provide dynamic, professional and inclusive leadership for Lovelace Primary School to secure its continued success and improvement, ensuring high-quality education for all its children.

The headteacher should empower, motivate, support and challenge, and all members of the school community to carry this vision forward. The headteacher also has the ultimate responsibility to manage the school's resources effectively and cultivate a safe environment that secures and promotes the highest achievement of both children and staff.

ETHICS AND PROFESSIONAL CONDUCT

The headteacher is expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them. The headteacher will uphold and demonstrate the Seven Principles of Public Life. Known as the Nolan principles, these form the basis of the ethical standards expected of public officeholders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Job Description



The headteacher will uphold public trust in school leadership and maintain high standards of ethics and behaviour. Both within and outside school, the headteacher will:

- build relationships rooted in mutual respect, and always observe proper boundaries appropriate to their professional position.
- show tolerance of and respect for the rights of others, recognise differences and respect cultural diversity within contemporary Britain.
- uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensure that personal beliefs are not expressed in ways that exploit their position, children's vulnerability or might lead children to break the law.

As leaders of our school community and profession, the headteacher will:

- serve in the best interests of the school's children.
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities, and modelling the behaviour of a good citizen.
- uphold their obligation to give account and accept responsibility.
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- take responsibility for their continued professional development, engaging critically with educational research.
- make a positive contribution to the wider education system.

The headteacher will

Culture and Ethos

- establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- create a culture where children experience a positive and enriching school life
- uphold ambitious educational standards which prepare children from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment
- ensure a culture of high staff professionalism.

Teaching

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how children learn.
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- ensure effective use is made of formative assessment.

Job Description



Curriculum and Assessment

- ensure a broad, structured, and coherent curriculum entitlement that sets out the knowledge, skills and values that will be taught.
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- ensure that all children are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading.
- ensure valid, reliable, and proportionate approaches are used when assessing children's knowledge and understanding of the curriculum.

Safeguarding

- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- be the Designated Safeguarding Lead for Lovelace Primary School, taking lead responsibility for safeguarding and child protection (including online safety)
- manage child protection referrals, passing information to the relevant authority
- work with staff (or case manager) on matters of safety, safeguarding and welfare (including online and digital safety); when deciding whether to make a referral by liaising with relevant agencies; and as a source of safeguarding support, advice and expertise for all staff
- promote supportive engagement with parents and carers in safeguarding and promoting children's welfare
- work with safeguarding partners and ensure that the school's safeguarding and child protection policies are known and used appropriately
- ensure child protection files are kept up to date
- attend training to ensure sufficient knowledge and skills to carry out the role.

Behaviour

- rules and routines, which are understood clearly by all staff and children.
- ensure high standards of pupil behaviour and courteous conduct per the school's behaviour policy.
- implement consistent, fair, and respectful approaches to managing behaviour.
- ensure those adults within the school model and teach the behaviour of a good citizen.

Disadvantaged & Vulnerable Children and those with Special Educational Needs & Disabilities

- ensure the school holds ambitious expectations for all children with additional and special educational needs and disabilities and vulnerable pupils
- establish and sustain culture and practices that enable all children to access the curriculum and learn effectively
- ensure that the school works effectively in partnership with parents, carers, and professionals, to identify the additional needs and special educational needs and disabilities of children, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties regarding the SEND Code of Practice.

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

Job Description



Professional Development cont.

- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- 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.

Organisational Management

- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness, and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to the workload and ensuring a healthy work-life balance
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing, and mitigating risk.

Continuous School Improvement

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers that limit school effectiveness and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

Working In Partnership

- forge constructive relationships beyond the school, working in partnership with parents, carers, and the local community
- commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all children.

Governance and Accountability

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with those responsible for governance
- ensure that staff know and 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.

The headteacher may also be required to undertake other such reasonable duties as deemed necessary by the governing body. This appointment is subject to the current conditions of employment set out in the School Teachers' Pay and Conditions document as they relate to headteachers, and to the general terms and conditions set out in the Burgundy Book.

Lovelace Primary School is committed to safeguarding and protecting the welfare of children. All members of staff and volunteers are expected to share this commitment. A disclosure and Barring Service (DBS) certificate will be required for this post. The post will be subject to enhanced checks as part of the school's

Prevent duty.

Person Specification



The recruitment panel will assess applicants on the quality and breadth of evidence they provide to demonstrate their knowledge, skills and experience to meet the following criteria.

Qualification and Experience	Essential/How will you	Desirable Be assessed
1. Experience as a deputy headteacher of a large primary school or headteacher in a primary school setting.	E	Application Form
2. A graduate-level qualification (or equivalent) and Qualified Teacher Status (QTS) plus substantial experience across the whole primary age-range	E	Application Form
3. Experience of overseeing nursery provision	D	Application Form
4. Commitment to professional development in leadership	E	Application Form
5. Contribution to the strategic direction of a school which may include whole school development	E	Application Form
6. Recent safeguarding training (to the level of a Designated Safeguarding Lead)	E	Application Form
7. National Professional Qualification for Headship (NPQH) or National Professional Qualification for Executive Leadership (NPQEL), or equivalent	D	Application Form
8. Prior experience of, and an ongoing commitment to, using IT solutions to improve the efficiency and effectiveness of school operations (e.g. teaching and learning, strategic planning, school financial management and communications)	E	Application Form/ Statement
School Leadership - Ability to:		
1. communicate a clear vision for the future development of the school, and galvanise commitment to it from the school community	E	Interview/ Statement
2. analyse assessment data effectively to identify and monitor development priorities to help ensure all pupils achieve their potential	D	Interview
3. Lead, motivate and inspire a team, devolving responsibility to the appropriate level, delegating tasks accordingly and monitoring performance to ensure strategies are effective and targets met	E	Interview/ Statement
4. Demonstrate an experience in change management and/or conflict resolution between adults in school (parents, carers, or staff)	D	Interview/ Statement
5. Plan and successfully manage the school's financial and other resources so as to promote the achievement of its strategic objectives	E	Interview/ Statement
6. lead development and implementation of an evidence-based broad and balanced knowledge-based curriculum across a school	E	Interview
7. Ensure a school operates efficiently and with maximum impact through effective management of people and resources	D	Interview/ Statement
8. contribute to broader educational and community leadership, including through actively seeking opportunities to: - collaborate with other schools and organisations to share learning with and learn from them, - identify cross-organisational opportunities to maximise impact for children.	E	Interview
9. model the essential qualities required for effective teaching and learning	E	Interview
10. establish and maintain effective relationships with all members of the school community including parents/carers, staff, governors, and the wider community	E	Interview/ Statement

Person Specification



School Leadership - Ability to:

11. support the health and well-being of staff and pupils	E	Interview/ Statement
12. ensure evidence-based behaviour management approach is in place and operating effectively across a school, promote high expectations, instilling in staff a strong sense of accountability, resulting in strong outcomes for children	E	Interview/ Statement
13. prioritise professional development for all school staff including by identifying and supporting staff development through effective monitoring and performance management	D	Interview
14. ensure a school operates in line with statutory requirements for effective safeguarding and child protection	E	Application Form
15. ensure a school is well prepared to demonstrate how it is effectively meeting Ofsted's Education Inspection Framework	E	Interview
16. engage positively and openly with a Governing Body, seeking and welcoming support and challenge to ensure a school operates effectively in line with agreed vision, values, and ethos	E	Interview/ Statement

Personal Attributes

1. A passion to create a happy and nurturing environment in which all pupils can achieve their full potential educationally and develop as citizens equipped with the confidence and capability to help create the world they want to see.	E	Interview
2. Adopts a 'growth mindset' alongside high aspirations for self, staff and pupils, viewing all experiences as an opportunity to further learning and personal growth	E	Interview
3. The professional curiosity, confidence and courage to take risks, be creative and innovative in the pursuit of developing and delivering the best educational experience for children	E	Interview
4. Excellent communication skills and understanding of systems needed within a school to communicate effectively and efficiently with all stakeholders	E	Interview/ Statement
6. Excellent skills in organising yourself and others	E	Interview/ Statement
7. Excellent skills in anticipating and solving problems	E	Interview
8. Excellent judgement and sound emotional intelligence	E	Interview
9. A collaborative, fair leader who recognises all the talents of their team and is committed to providing them with the opportunity and support to shine	E	Interview
10. Remain resilient, robust, and calm under pressure	E	Interview
11. A commitment to achieving a healthy work-life balance for yourself and your team	E	Interview
12. A caring, empathetic and approachable attitude, coupled with a willingness to challenge inappropriate or unacceptable behaviour or attitudes in others	E	Interview/ Statement
13. An understanding of the importance of the school community	E	Interview/ Statement

14. Commitment to being visible around the school with a hands on approach	E	Interview
--	---	-----------

Safeguarding, Equality & Inclusion

Demonstrate knowledge and understanding of safeguarding and child protection	E	Interview/ Statement
--	---	-------------------------

Evidence of commitment to promoting the welfare and safeguarding of children ensuring all staff and volunteers share this commitment.	E	Interview/ Statement
---	---	-------------------------

Demonstrate knowledge and understanding of equality issues and legislation.	E	Interview/ Statement
---	---	-------------------------

Evidence of commitment to promoting an inclusive environment for all pupils.	E	Interview/ Statement
--	---	-------------------------

Actively draws on the diversity within the school community to enhance learning and support the academic, moral, spiritual, social and cultural development of all pupils.	E	Interview/ Statement
--	---	-------------------------

Application & Selection Process



Visits

We welcome all prospective applicants to visit our wonderful school prior to applying. Visits can be made by appointment on by calling the School Office on 020 8398 3265 or by emailing office@lovelace.rbksch.org

If you'd like to chat about the role, please contact Heather, Chair of Governors, using the contact details below:

Heather Jones
0776 493 4544
chair.governors@lovelace.rbksch.org

Key Information

Contract type:	Full-time/permanent
Salary:	Negotiable depending on experience The individual school group pay range for the academic year 2023-2024 is Group 4.
Application Closes:	Noon, Monday, 11th March 2024
Shortlisted Candidates notified:	Thursday, 14th March 2024
Interviews:	Monday, 18th March & Tuesday, 19th March 2024
Start Date:	1 September 2024
School Address:	Mansfield Road, Chessington, KT9 2 RN

Lovelace Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants along with relevant employment and right to work in the UK checks.

Lovelace Primary School strongly believes in equal opportunities for all. We are very proud of our diverse community and our reputation for inclusivity and are committed to ensuring equality of opportunity for all. We are an Equal Opportunities employer and encourage applications from those who hold a protected characteristic under the Equality Act 2010