

# Thorpe Lea Primary and Nursery School

*A dedicated community working together, nurturing a safe, happy school where all children can achieve their potential*



## Candidate Information Pack

### Thorpe Lea Primary School

**Address:** Huntingfield Way, Egham, Surrey TW20 8DY

**Tel:** 01784 456398

**Email:** [admin@thorpe-lea.surrey.sch.uk](mailto:admin@thorpe-lea.surrey.sch.uk)

**Website:** [www.thorpe-lea.surrey.sch.uk](http://www.thorpe-lea.surrey.sch.uk)

## Thorpe Lea Primary School

Dear Prospective Applicant,

Thank you very much for your interest in becoming Headteacher at Thorpe Lea Primary School and Nursery, a thriving learning environment which has been described recently in the following terms - 'There is an overall atmosphere of community, harmony and warmth.' This view was formally supported by Ofsted who assessed the school in October 2016, as GOOD in all areas with OUTSTANDING Early Years Provision.

Thorpe Lea Primary is a single form primary school in Egham, Surrey. Our staff are dedicated, hardworking, passionate and talented. Our children take great pride in their school; they are enthusiastic, caring young learners who are keen to achieve. Our school values are shared by the whole community and are: High Expectations, Respect, Teamwork, Diversity, Nurturing Care, Creativity and Curiosity. The school offers a wide range of extra-curricular activities, a lively breakfast club and after school boosters. The Governing Body is highly skilled and very supportive. We pride ourselves on our close, collaborative links with our peer network schools, local education establishments such as Royal Holloway University of London and the local community.

We are seeking an inspirational, dynamic Headteacher who will inspire our stakeholders and develop the school towards being an outstanding school and the "School of Choice" for our local community. We are already over-subscribed for September 2017 admissions. We need someone who is passionate about the development of the whole child, possesses strong pedagogical skills and is aware of the opportunities and challenges of the current educational environment. You will need excellent leadership skills with the vision, energy and commitment to lead our school in the next stages of our development.

If, after looking at the pack, you wish to apply for this post, I would be grateful if you could submit your application to reach me by noon on Monday, 8th May 2017. Please do not send curriculum vitae. Your supporting statement should not exceed 1200 words and should include examples of the challenges you have faced, how you addressed them and your successes in these areas:

1. Provide evidence of strategies you have employed to raise educational standards.
2. Provide examples of how you have raised the quality of teaching in an educational environment.
3. Give examples of what you have done to inspire children/colleagues/parents.
4. Provide an outline of the contribution you have made and could continue to make to the development of more able and EAL pupils.

Please note that shortlisting will be completed on Wednesday, 10th May; interviews will be held over two days on Wednesday, 17th and Thursday, 18th May 2017. Visits to the school are encouraged to see just how special our children are and to meet the team; please telephone the Bursar to arrange an appointment.

I hope that this information pack will help to develop an appreciation of our school and its community and that it will encourage you to apply for this post.

**Mike Davis, Chair of Governors**



## Thorpe Lea Primary School



Due to the decision of our well respected Headteacher to take up an appointment in Australia, the Governing Body of Thorpe Lea Primary School is now seeking to appoint a new Headteacher from September 2017. The ideal candidate will have a successful track record of improving standards, the quality of teaching and community cohesion in their school. We are seeking a leader who is able to build on the

achievements of the school as it progresses on the next exciting phase of its development towards being an Outstanding school in all respects. Thorpe Lea Primary School has a dedicated and professional team of staff and governors, outstanding internal facilities and extensive grounds, all of which provide an excellent environment in which to teach, learn, nurture and progress.

### WE NEED SOMEONE SPECIAL WHO:

- has a passion for teaching and learning;
- sets high expectations for all;
- is a strategic leader with a clear vision for future progress;
- will inspire, motivate, challenge and support the pupils, staff, parents and wider community;
- is passionately committed to helping all young people to achieve success and set their own high aspirations;
- has a clear vision of educational excellence, how to achieve it and the ability to make it happen;
- has excellent inter-personal, communication, analytical and organisational skills.

### WE CAN OFFER YOU A SCHOOL WITH:

- Children who are happy and confident and have real pride in their school and their own achievements. Their behaviour is rated Good by Ofsted;
- Highly professional staff who are enthusiastic, innovative and dedicated to a shared vision to be the school of choice in the community;
- Strong middle leadership structures; Leadership and Management was recently rated Good by Ofsted;
- An active, skilled and supportive governing body which is committed to working with the Headteacher to continue the strategic development of the school;
- Membership of the North Runnymede Learning Partnership. We are actively engaged with other local schools to share good practice and build positive relationships to further enhance the cycle of continuous improvement.

Please view our website at: [www.thorpe-lea.surrey.sch.uk](http://www.thorpe-lea.surrey.sch.uk) for more information about the school, its achievements and the curriculum.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Visits are warmly welcomed and can be arranged directly with Geraldine Clifford (School Bursar) by calling the school.

Please return your application form plus covering letter by email to [admin@thorpe-lea.surrey.sch.uk](mailto:admin@thorpe-lea.surrey.sch.uk) by noon on Monday 8<sup>th</sup> May 2017.



## Thorpe Lea Primary School

### Introduction to this appointment

- a. The current vacancy is for a Headteacher to start at the beginning of the Autumn Term (September 2017).
- b. Salary within the range of L12 (£52,207) to L21 (£64,221) plus up to 20% discretionary payment for future outstanding performance.
- c. You are invited to submit an application using the enclosed form, together with a letter supporting your application. In your letter (which should be no more than 1200 words), you should address the points identified in the Chair of Governor's covering letter.

Please note that we will not accept curriculum vitae; only the application form and supporting letter will be considered.

- d. Key dates are:

<b>Closing date for applications</b>	<b>Noon</b>	<b>Monday, 8<sup>th</sup> May 2017</b>
Short-listing of applicants		Wednesday, 10 <sup>th</sup> May 2017
Interviews		Wednesday 17th and Thursday 18th May 2017

Those candidates selected for the short list will be contacted immediately with details of the selection day processes. Unsuccessful candidates will also be notified.

- e. **Completed application forms should be returned by Noon on Monday, 8<sup>th</sup> May 2017.**
- f. Please contact Mrs Geraldine Clifford (School Bursar) on 01784 456398 or email [admin@thorpe-lea.surrey.sch.uk](mailto:admin@thorpe-lea.surrey.sch.uk) to arrange a visit to the school.





# Thorpe Lea Primary School

## Job Profile

### 1. Job Purpose:

To provide vision, leadership and momentum for the school, developing a healthy organisational culture and a collaborative learning environment, which enable all pupils and staff to achieve their full potential, whilst realising the school's targets in accordance with the policies of the Governing Body and national/local education strategies.

### 2. Key Accountabilities:

- Shaping the Future

To work with the Governing Body and others to create a shared vision and strategic plan for the school to ensure its continued success and effectiveness.

- Leading Learning and Teaching

To work with the Governing Body to secure and sustain effective teaching and learning throughout the school, monitoring and evaluating the quality of teaching and learning. To analyse and use available data to set priorities for improvement.

- Developing Self and Working with Others

To lead, motivate, support, challenge and develop staff in order to secure and sustain continuous improvement and staff well-being and to be committed to own continuing professional development.

- Managing the Organisation

To deploy people and resources efficiently and effectively to meet specific objectives in accordance with the school development plan priorities, within financial and other resource constraints.

- Securing Accountability

To account for the efficiency and effectiveness of the school to governors and others as appropriate (e.g. Local Authority, school community, etc.).



## Thorpe Lea Primary School

- Strengthening Community

To collaborate with other schools and the wider community in order to share expertise and bring mutual benefits to enhance provision and promote positive relationships.

**3. Accountable For:**

Leadership of all teaching and support staff, with specific performance management responsibility for members of the senior leadership team. *(See attached staffing structure.)*

**4. Accountable To:**

The Governing Body of Thorpe Lea Primary School



## Thorpe Lea Primary School

### Person Specification

Selection Criteria	Assessment Method
<b>Qualifications</b>	
<ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Evidence of further professional development</li><li>• National Professional Qualification for Headship (<i>optional</i>)</li></ul>	Application form Certificates
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Successful teaching and curriculum experience</li><li>• Experience of management of human and financial resources at a senior level</li><li>• Recent and relevant leadership experience</li><li>• Working constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies and the local community</li></ul>	Written statement Interview
<b>Professional knowledge and understanding</b>	
<ul style="list-style-type: none"><li>• Knowledge of national education strategy, the wider context for schools and the contribution of education to promoting and sustaining a fair and equitable society</li></ul>	Written statement Interview



## Thorpe Lea Primary School



Professional knowledge and understanding ( <i>cont'd</i> )	
<ul style="list-style-type: none"> <li>• Understanding of quality in learning and teaching and how to achieve excellence</li> <li>• Understanding of tools for the interpretation, analysis and use of data to inform school improvement</li> <li>• Knowledge of key considerations in effective management and deployment of people and other resources</li> <li>• Knowledge of best practice and procedures for safeguarding children and young people</li> <li>• Understanding of inter-school collaboration and how this can be maximised to increase pupil outcomes</li> </ul>	<p>Written statement Interview</p>
Skills	
<ul style="list-style-type: none"> <li>• Able to manage change i.e. national, local and school</li> <li>• Able to communicate effectively orally and in writing to a range of audiences</li> <li>• Able to think creatively to anticipate and solve problems</li> <li>• Able to formulate a vision and strategy for the school and secure commitment to it from others</li> <li>• Able to drive for improvement and challenging underperformance</li> <li>• Able to establish and sustain appropriate structures and systems and monitor them</li> <li>• Able to motivate, challenge and influence others to attain higher goals</li> <li>• Able to develop and empower individuals and teams</li> <li>• Able to use new and emerging technologies to support improvement</li> <li>• Able to deal sensitively with people and resolve conflicts</li> </ul>	<p>Application form Written statement Interview School Assembly</p>



## Thorpe Lea Primary School

Professional Qualities	
<ul style="list-style-type: none"><li>• Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community</li><li>• Positive, enthusiastic outlook, embracing risk and innovation</li><li>• Demonstrate respect and empathy towards others</li><li>• Resilience, perseverance and optimism in the face of difficulties and challenges</li><li>• The ability to be consistently decisive, consistent and focused on solutions</li><li>• Commitment and dedication to social justice, equality and excellence</li><li>• Engagement in collaborative partnership working, within and beyond the school</li><li>• Capacity to be flexible, adaptable and creative</li><li>• Committed to the continuing professional development of self and others within the school</li><li>• Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it</li></ul>	Interview School Assembly



# Thorpe Lea Primary School

## Our Aims

*Thorpe Lea Primary School ...seeking excellence in all that we do so that our pupils enjoy their primary years and achieve their full potential.*

- To ensure that all children are valued and achieve their maximum potential within a stimulating, challenging and supportive learning environment.
- To develop a love of learning, the ability to ask and answer questions, and the skills necessary to satisfy their desire for knowledge, as they strive for excellence in all pursuits.
- To ensure that all children are literate and numerate and able to apply their skills in an everyday context.
- To develop our pupils' spiritual, moral, social and cultural education so that each and every child is prepared fully to be a caring, contributing citizen within their community in modern, democratic Britain.
- To encourage children to work co-operatively showing respect for each other and for property.
- To encourage each pupil to be confident to express their feelings in words, music and art and develop sensitivity towards the emotions and feelings of others.
- To develop knowledge, understanding and tolerance of the diverse cultural and religious beliefs and practices of different people in our society.
- To ensure that all pupils understand how their bodies work and are able to use them effectively in physical activity.
- To encourage children to develop extra-curricular interests to broaden their perspective on life.



# Thorpe Lea Primary School

## Location

The school is situated on a large site within the village of Egham and the parish of St. Paul's the Hythe. It is conveniently located close to Junction 13 of M25, has main road and rail links and serves children essentially from the neighbouring community. The school caters for a wide range of children from all walks of life. Parents are supportive of their children's education and the extra work that we do as a team to maximise their potential. The school is part of the North Runnymede Learning Partnership and has working partnerships with several schools.



## Thorpe Lea Primary School

### School Performance and Progress

- EYFS ('Good Level of Development') scores have been consistently above national outcomes for the past three years.
- Following a Government initiative last year we opened our Nursery to two year olds. We now have 12 children attending our Nursery across the week under 3 years old.
- Year 1 Phonics Awareness Check scores have been on an upward trajectory since 2012 when just 37% met the threshold - in 2016 86.2% of children met the threshold.
- KS1: Historically, outcomes for this phase have been above national average. The change of assessment procedures and expectations on outcomes for 2016 were below national but allowed very focussed action plans to be put in place to address areas for development.
- KS2 outcomes have been comparable to national outcomes for the past 4 years; 11% of children attaining L6 in maths and 4% in reading in 2015. With a small cohort in 2016 and 4 children did not take the SATs, outcomes for children were in line with national average for combined maths, reading and writing.

### School Development Plan Priorities

- 1. Quality of Teaching:** to ensure that the overall quality of teaching is consistently outstanding, by July 2019, by ensuring that all sub-groups are appropriately challenged and progress well.
- 2. Pupil Achievement:**
  - To raise pupil attainment/progress to be in line with, or exceed, national expectations.
  - To ensure that more able pupils achieve their full potential.
  - To ensure that SEND and disadvantaged pupil achieve as well as others.
- 3. Mathematics:** to improve pupils' understanding of basic mathematical skills and their recall of basic facts. To give pupils opportunities to work independently and to apply their skills to wider problem solving.
- 4. Curriculum:** to deliver a topic-based curriculum which allows pupils to: deepen their knowledge and understanding, to enjoy rich experiences, and to apply their wider reading, writing and mathematics skills across other subjects.

### Buildings and Grounds

The school site is extensive, offering well developed Early Years outdoor areas, a storyteller's area, an external covered classroom, hard play facilities, trim trail and field areas. The classrooms are spacious with each one having its own cloakroom. There is an IT suite with over thirty PCs and every classroom is equipped with a staff desktop and an interactive whiteboard.



## Thorpe Lea Primary School

**Caretaker**  
Kell Harrison

**Headteacher: Zoe Ezzard**  
**Deputy Head: Chris Haxell**

**Administrative Team**  
Geraldine Clifford, Jo Ashcroft, Liz Hall,  
Paula Hird, Jane Furnell

**Senior Leadership Team**  
Zoe Ezzard (Head), Chris Haxell (Deputy),  
Rachel McRae (EYFS and KS1 Lead), Ruth McGovern (KS2  
Lead), Chris Ward (Leader of Learning), Geraldine Clifford  
(Bursar)

**Early Years and Key Stage 1 Team**  
Susan Bleakley – Nursery Teacher  
Rachel McRae – Early Years and KS1  
Leader/Reception Teacher  
– Year 1  
Jo Sands – Year 2 Teacher

**Key Stage 2 Team**  
Emma Styles – Year 3  
Ruth McGovern – KS2 Lead/Year 4  
Peter Bernard – Year 5  
Chris Ward – Leader of Learning/Year 6  
Teacher

**PPA and Booster Support**  
Judith Williams

**Learning Support Assistants**  
Caroline Whittington, Natalie Hall (Maternity), Liz Hall, Louise Gomm,  
Gerry Glennon, Nikki Green, Paula Hird, Samina Saghir, Hannah Swinburn,  
Sophie Moy (Two Year old Lead), Amelia Hall, Fehmida Manji

**Lunchtime Supervisors**  
Liz Hall, Louise Gomm, Nikki Green, Paula Hird, Amelia Hall, Samina Saghir,  
Jane Furnell, Gerry Glennon

**SENCo**  
Rachel McRae – EYFS & KS1  
Chris Haxell – KS2

## **Thorpe Lea Primary School**

### **Community Links**

Thorpe Lea Primary School is at heart of the community and enjoys strong partnerships with Royal Holloway University of London, local schools, Runnymede and St. Pauls' the Hythe Church. We are committed to developing and strengthening links with local business and working collaboratively to improve the outcomes of all young people in our community and beyond. The school provides the following facilities for its pupils:

- Breakfast Club
- After School Boosters
- Extra-curricular clubs: football, athletics, arts and crafts, choir, drama, tennis
- Guitar lessons

We have a maintained Nursery on the school site and most of our pre-school children move up to Reception in the main school, allowing our pupils to benefit from eight years in one primary school environment.

### **Links with Other Schools**

Many of our Year 6 pupils transfer to Magna Carta Academy, Mathew Arnold and Jubilee secondary schools. Excellent links exist between the schools, with children and parents undergoing an established induction process, including a number of visits, to ease the transition from primary to secondary school.

Thorpe Lea Primary School is a prominent member of the North Runnymede Learning Partnership which comprises all the local schools whose headteachers, staff, pupil councils and governors meet regularly and work together to share ideas, good practice, new initiatives and training. Through these partnerships, and many others, we provide our pupils with the opportunity to meet, compete and share experiences with pupils from other local schools in organised events such as football tournaments, athletics competitions, joint sports days, singing/music festivals, craft days and drama events.

## Thorpe Lea Primary School

### The Governing Body

The structure of the Governing Body as at March 2017:

<b>Community Governors:</b>	Mr M. Davis (Chair of Governors), Mr A. Jorge, Rev J. Franck, Dr R. Kapadia, Dr B Rogers
<b>LA Governors:</b>	Mr P. Smyth
<b>Parent Governors:</b>	Mr M. Pullar, Mrs D. Lomax, Mrs J. Malhotra, Mr S. Wingate
<b>Staff Governors:</b>	Mr C. Haxell
<b>Head Teacher:</b>	Mrs Z. Ezzard
<b>Gov. Body Clerk:</b>	Mrs L. Davies

#### The governance of the school:

- The school's Governing Body offers a diverse range of skills and talents, allowing them to challenge leaders well.
- Governors play a significant role in the school and make regular visits into school to look at pupils' lessons, books and review policies.
- Governors regularly take part in training for their role. They understand the facts and figures about the pupils' performance compared with similar schools nationally and consequently are well placed to provide both support and challenge to the school's senior leaders.
- They know the schools' strengths and weaknesses and take an active role in helping the senior team to write and implement policies and the school's improvement plan.
- Governors give strong emphasis to safeguarding. Together with school senior leaders they have made clear that bullying will not be tolerated and that equal opportunities are to be promoted.
- They have comprehensive knowledge of how and why pupil premium funding is being used and how it improves the progress of these pupils.

### Parental Partnership

Parents are extremely welcome in our school and we believe that the partnership between parents and school is a vital one. We are fortunate in having enthusiastic parents who being involved in the everyday life of the school. Offers of help come in a variety of ways, some parents help in the classroom on a regular basis, others join in when they can such as reading time, school trips or helping with transport.