

# **HAREFIELD INFANT and HAREFIELD JUNIOR SCHOOLS**



## **HEAD OF SCHOOL HAREFIELD JUNIOR SCHOOL**

### **Candidate Information Pack**





# CONTENTS



*The excellent teaching, curriculum and guidance lead to pupils making especially good progress in both their academic and personal development. Regardless of gender or ethnicity pupils' achievement is outstanding, and standards in a wide range of subjects are high. Junior Ofsted, May 2008*

Welcome from the Chair of Governors	Page 2
Our School	Page 3
Vision & Aims	Page 4
Staffing Structure	Page 5
School Statistics	Page 6
Head of School Job Description	Page 7 - 10
Head of School Person Specification	Page 10 - 12
Contact	Page 13



Dear Candidate,

Thank you for your interest in the role of Head of School at Harefield Junior School.

The position is available from the beginning of the Summer Term 2019 and offers the successful applicant the opportunity to further develop their skills as leader and manager of our Outstanding Junior school.

Reporting to the Executive Head, the successful applicant will lead the ongoing development of Harefield Junior School adding to the many achievements of this outstanding school. In addition, the successful applicant will work with Harefield Infant School, Harefield Children's Centre and Harefield as a whole to enhance the schools contribution within the Extended Schools framework. You will have the full support of a very effective team of staff, pupils and parents and an experienced, dedicated and above all friendly governing body.

At Harefield Junior School we aim to provide a stimulating and secure environment to:

- enable our children to achieve their very highest educational and personal potential
- encourage them to be independent learners
- prepare them to contribute as members of a diverse multicultural community

In order to continue the development of this Outstanding school, and to build on the many achievements, we wish to appoint a Head of School who is enthusiastic, forward thinking, resilient and approachable. If you feel you are able to lead our team, we would be very happy to receive an application from you.

I hope that you will find the information in this pack helpful in understanding the context of our school. In addition, we welcome visits to the schools and would be pleased to give you a tour.

School visits can be booked for w/c 21st January 2019. To arrange an appointment contact Tracy Kencroft in the Junior School Office on 01895 824447 (email [office@harefieldjunior.org.uk](mailto:office@harefieldjunior.org.uk)).

Please look carefully at the job description and person specification for the post. Your personal statement must relate to the specification and be personalised to meet the priorities of our school.

The closing date for receipt of applications is 27th January 2019 at 11:59pm. Interviews will be held on: 7th February 2019.

I would like to thank you again for your interest in the post, and I look forward to receiving your application.

Yours sincerely,

Barrie Evans  
Chair Governors  
Harefield Infant and Harefield Junior School Federated Governing Body





# OUR SCHOOL



*Parents who responded to Ofsted's online survey, Parent View, were overwhelmingly supportive of the school's leadership. They used words such as 'fantastic' and 'amazing' to describe the school. Infant Ofsted, July 2017*

## About Us



### Harefield Junior School

We pride ourselves on our children's academic achievement, with Mathematics being a strength in both the Junior School and Infant School. We strive for excellence in all that we do. We have high expectations for what our pupils can achieve and seek to ensure that every pupil receives the right balance of challenges and support so they achieve the highest possible standards in all areas of the curriculum. We place no limits on what a child can achieve and seek to work in partnership with our parents so that every child experiences success and works to the best of his/her ability. We have also embarked on achieving the Inclusion Award for our work with children and families who might experience barriers to learning and which aims to ensure children with additional needs are able to access all aspects of school life. Thinking matters at Harefield Junior School and we build on the Thinking School foundations laid in the Infants to materially improve the outcomes for our children.

The school is located in the heart of the village and surrounded by two large council estates and two smaller Estates run by Housing Associations. There is also a small estate in the village which is owned and run by the Harefield Parochial Charities and provides housing for 'needy families' of the village. Our deprivation factor is 24% and is in line with a National Average (24%). The area has a mixed social economic demographic, with children coming from families where there are no academic qualifications through to professional parents with A levels and higher qualifications. Most of the children come from the 4 lower (IDACI) postcodes. Pupil Premium children account for 19% of the school population. Across the school we have 146 girls and 134 boys which are broadly in line with National Averages. 81% of pupil population is made up of White British, a group that is statistically underachieving nationally. The ethnic minority profile of the school is changing and now stands at 30% and 17% of the children have English as an additional language. The Special Need profile of the school has increased to 27% which is more than double the National Average of 12%. A new SENDco has been appointed to strengthen provision and attainment for this group of learners.

# VISION & AIMS



*The needs of vulnerable pupils and those who are the most able are well met, enabling them to achieve of their best. Teaching assistants are skilled in challenging and extending the most able pupils as well as supporting and guiding pupils when difficulties arise. Junior Ofsted, May 2008*

## Our Vision, Mission and Aims for Harefield Infant and Harefield Junior Schools



### Our Vision Statement



“Fun, Inspirational Learning. Preparing for life ahead.”



### Our Mission Statement



At Harefield Infant and Harefield Junior Schools our aim is to include everyone, pupils, staff, parents, governors and the wider community in providing a caring, stimulating environment which enables everyone to feel valued and achieve their full potential.



### Our Aims



At Harefield Infant and Harefield Junior Schools we aim to provide a stimulating and secure environment to:-

- enable our children to achieve their very highest educational and personal potential
- encourage them to be independent learners
- prepare them to contribute as members of a diverse multicultural community





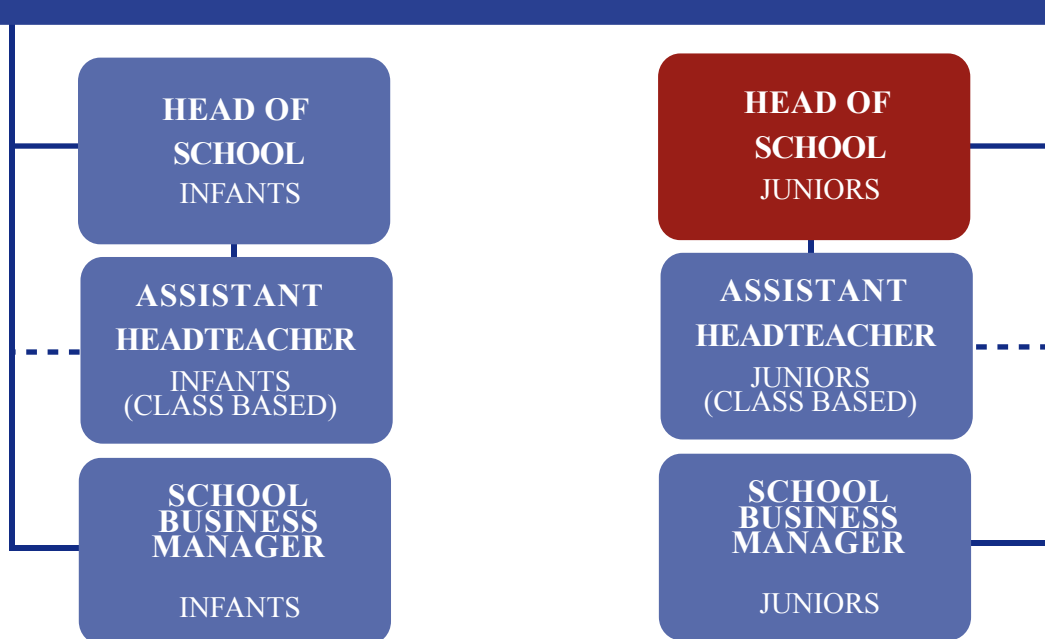


# STAFFING STRUCTURE



Leaders work closely with the children's centre on the school's site, providing training for parents on literacy and mathematics to support their children's learning. This also ensures the effective transition of children who attend the children's centre into your Nursery provision.  
Infant Ofsted, July 2017

## EXECUTIVE HEADTEACHER



## TEACHING & SUPPORT STAFF TEAMS

14 Teachers Juniors  
18 Support Staff Juniors



*As an Investor in People and Well-being School all staff are clear about their roles, they work tirelessly to continually improve and extend the school's provision. They know their contributions are valued and consequently morale is high. Junior Ofsted, May 2008*

## SCHOOL INFORMATION

School Type	Primary School	School Status	LA Maintained
Location	Harefield	Local Authority	London Borough of Hillingdon
Denomination	Non Denominational	Age	Juniors 7-11
Co-educational or Single Sex	Co-educational	Number of Teaching Staff	14 Juniors 0 NQTs)
Pupils on Roll	Junior 280	% of Children Eligible for FSM	Junior 13%
% of Children with EAL	Junior 17%	% of Children with SEN	Junior 27%
Nursery	No	Average Class Size	Junior 26

## SCHOOL RESULTS

Key Stage	Reading	Writing	Mathematics
Key Stage 2	73%	81%	84%

To view our results, please visit: [www.harefield-jun.hillingdon.sch.uk/](http://www.harefield-jun.hillingdon.sch.uk/)



# HEAD OF SCHOOL - JUNIORS

## JOB DESCRIPTION

### ACCOUNTABILITY

**Responsible to:** The Executive Headteacher and Federated Governing Body of Harefield Infant and Harefield Junior Schools

### Job Purpose including Main Duties and Responsibilities

Provide day to day professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work and to contribute to the strategic leadership of the school as part of an overall leadership team. This role includes specific responsibility for SIP, SEF, Teaching and Learning, Attendance/SAP and Safe-guarding.

### Core Purpose of the Head of School

The Head of School will work closely with the Executive Headteacher to deliver school development priorities and management decisions are implemented and manage the day to day running of the school. The Head of school will also work closely with the Executive Headteacher to manage the school through strategic planning including formulation of policy and delivery of the strategy.

Through excellent leadership and clear directions, the role will thus include:-

- delivery of the vision, ethos and values of the School;
- delivery of the highest possible educational standards in the school,
- supporting the Executive Headteacher to create an atmosphere and structure in which pupils feel valued and staff have high expectations of them.
- deputising for the Executive Headteacher in their absence.
- designated child protection officer
- day-to-day management, organisation and administration of the school;
- effective management and improvement of learning and teaching in school;
- promotion of excellence, equal opportunities and high expectations of all children and staff;
- effective deployment of resources in line with budget and School Development Plans (SDP) to achieve school aims and targets;
- evaluation of school performance and identification of priorities for continuous improvement including leading on SEF (internal self-review processes);
- engagement with the local community and other stakeholders to ensure that the school remains at the heart of the community;
- promoting the safety and well-being of all pupils and staff.
- creation of a safe and productive learning environment that is engaging and fulfilling for all children.
- any other duties commensurate with the post as reasonably delegated by the Executive Headteacher.

### Key Responsibilities:

#### Strategic direction and shaping the future

- 1 Work with the Executive Headteacher, Governors and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all



- 2 Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement
- 3 Ensure that the school's ethos, values and vision are embedded in everyday work and practice
- 4 Motivate and work with others to create a shared culture and positive environment
- 5 Ensure that strategic planning takes account of the diversity, values and experience of the school and the community
- 6 Play a key role as part of the strategic leadership team, alongside the Executive Headteacher.
- 7 Keep up to date with Ofsted legislation and ensure the school is Ofsted ready

### **Leading learning and teaching**

- 8 Maintain a consistent and continuous focus on pupils' achievement and attainment, making sure that assessment for learning is highly effective throughout the school and that all teachers use data, agreed best practice and CPD to bring about further improvements in achievement
- 9 Create and establish a culture and ethos of challenge and support where all children can achieve success and be engaged in their own learning
- 10 Demonstrate and articulate high expectations and set stretching targets for the whole school community
- 11 Implement strategies and maintain effective pupil behaviour management procedures that maintain high standards of behaviour and attendance and ensure these are understood and implemented consistently by all staff.
- 12 Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum which provides challenge and stimulation for all children.
- 13 Ensure that the school delivers a curriculum which meets national requirements.
- 14 Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of children
- 15 Monitor, evaluate and review classroom practice and promote improvement strategies
- 16 Provide support for teaching classes and groups as necessary

### **Managing the organisation**

- 17 Produce and implement clear, evidence-based School Development Plans and policies for the development of the areas of responsibility
- 18 Ensure that policies and practices take account of national and local circumstances, policies and initiatives
- 19 To chair regular senior leadership team meetings which ensure productive and effective communication, monitoring, decision making and recording.
- 20 Assist with the recruitment and deployment of teaching and support staff in accordance with agreed procedures and ensure that the school's safeguarding responsibilities are met.
- 21 Assist in managing staffs workload to achieve the school's ethos, vision, values and goals linked to the School's Development Plan

- 22 To ensure that the school's performance management (appraisal) procedures are implemented fairly and consistently across all staff and that concerns arising are addressed promptly.
- 23 Monitor the continuing professional development programme for all staff and ensure fair and equitable allocation of resources and targeted development activities which promote school development priorities.
- 24 Manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum
- 25 Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money

### **Developing self and working with others**

- 26 Support the development of collaborative approaches to learning within the school and across both schools
- 27 Regularly review own practice and take responsibility for own personal professional development
- 28 Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews
- 29 Treat people equitably and with dignity and respect to create and maintain a positive school culture in line with the school's vision, ethos and values
- 30 Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work
- 31 Acknowledge responsibilities and celebrate achievements of teams and individuals to ensure a positive successful culture across the whole school
- 32 Build a collaborative learning culture within the school and actively engage with other schools/stakeholders to build effective learning communities
- 33 Manage own workload and that of others to allow an appropriate work/life balance.

### **Securing accountability**

- 34 With the Executive Headteacher lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- 35 Ensure that systems and procedures for promoting and safeguarding the welfare of children and young people within the school are effectively implemented and to ensure the Executive Headteacher is made aware of and kept fully informed of any concerns arising in relation to safeguarding and/or child protection.
- 36 To ensure high standards of behaviour from all staff and volunteers in the school, supported by policies and procedures which promote positive engagement, self-esteem, self-discipline, independence and accountability.
- 37 Fulfil commitments of contractual accountability to the Governors and the Executive Headteacher
- 38 Work with the Governors and Executive Headteacher, providing information, objective advice and support, to enable it to meet its responsibilities
- 39 Develop further and strengthen the school vision, values and ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

- 40 Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review
- 41 Develop and regularly present a coherent and accurate account of the school's performance and improvement to Governors and other audiences as required
- 42 Ensure the school is maintained effectively and provides a safe and secure environment for pupils, staff and visitors.
- 43 To be aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.

### **Strengthening community**

- 44 Build a school culture and curriculum which take into account the richness and diversity of the school's communities
- 45 Ensure learning experiences for children are integrated with the wider community, and that some of these are community-based
- 46 Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families
- 47 Develop, implement and maintain effective strategies to promote engagement of the whole school community. In particular to establish effective partnership with all parents/carers and promote their involvement in supporting and improving their children's achievement and personal development
- 48 Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community
- 49 Develop and maintain effective relationships with the whole school community, the police, local authority and other outside agencies to protect children.

This job description is not your contract of employment, or any part of it. However, this job description may be amended at any time, following consultation between the Executive Headteacher and the governing body and will be reviewed annually.

Harefield Infant and Harefield Junior Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We follow safer recruitment procedures.



# HEAD OF SCHOOL - JUNIORS

## PERSON SPECIFICATION



E = Essential Criteria, D = Desirable Criteria

QUALIFICATIONS	
Qualified Teacher Status	E
Degree	E
Management Qualification / Experience	E
EXPERIENCE	
To have had at least 5 years successful teaching experience	E
To have experience of teaching in more than one key stage in the primary age range	D
To have recent Senior Management experience in the primary age range, including the administration of appraisal to teachers and support staff	E
To have been involved with financial planning or budgetary decisions	E
To have had additional responsibility (ies) for a curriculum area(s) and experience of turning policy into effective and successful practice.	E
To have a thorough knowledge of the new National Curriculum	E
To have a thorough knowledge of the Early Years	D
To have had experience of planning and delivering school based INSET	E
Experience of successful development planning	E
Experience of coaching and mentoring NQTs and other colleagues to effect school improvement	E
Ability to show impact of leading whole school developments	E
Experience of effective teaching, assessment and target setting	E
Leadership of a significant area or phase including the responsibility for raising standards across the whole school.	E

## KNOWLEDGE AND UNDERSTANDING

A clear understanding of the essential qualities necessary for effective teaching and learning.

E

Ability to create a dynamic and personalised curriculum that enriches and enhances provision, built on outstanding use of formative assessment.

E

Ability to help refine an approach to curriculum planning, assessment and reporting to increase pupil achievement

E

Experience of evaluating the impact of Pupil Premium Sports Strategy Funding

E

Ability to develop the whole school-learning environment, whether physical or virtual, to improve pupil engagement, raise achievement and provide a stimulating space to learn and play

E

## QUALITIES, SKILLS AND ABILITIES

An excellent classroom practitioner, delivering at least consistently good and frequently outstanding lessons, and the ability to demonstrate outstanding practice

E

To have good organisational skills, and be able to work to deadlines

E

To have the ability to manage, lead and motivate staff, working collaboratively and effectively with others

E

The ability to analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement

E

The ability to develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements

E

Experience of using data analysis and other management software

E

Experience of dealing with situations that may include tackling difficult incidents and conflict resolution

E

Experience of working successfully with a range of outside agencies

E

**The panel will use the following assessment tools:**

**Application Form, Interview, Selection Activities and References**



*Children love the Forest School, where they have plenty of opportunities to explore their surroundings, be imaginative and extend their understanding of the world.  
Infant Ofsted, July 2017*

## CONTACT

Harefield Junior School

Park Lane,  
Harefield  
Middlesex  
UB9 6BJ

Tel 01895 824447

e-mail: [office@harefieldjunior.org.uk](mailto:office@harefieldjunior.org.uk)

<http://www.harefield-jun.hillingdon.sch.uk/>

