



Muswell Hill Primary School

## Application Pack

## Headteacher

All children will experience the joy of learning and discovery in a school community where we respect each other and celebrate diversity.



Dear Applicant,

Muswell Hill Primary School is a lovely school to be involved with. We enjoy a high standard of teaching in a relaxed, informal environment.

Although we're rated 'Outstanding' by OFSTED, that's not why we're an outstanding school. We're outstanding because our kids are interested, engaged, humorous and intelligent. We're outstanding because our staff are the most dedicated, loyal, committed people I've ever encountered. We're outstanding because the support from governors, parents and our staff/parent association is truly extraordinary. Our school community is just that – a community in which we care about the wellbeing of others: staff, parents and children alike.

Laughter plays a crucial part in our school. We can be serious when we need to be, but we're liberal and forward thinking and we don't just pay lip service to emotional wellbeing – we really mean it.

For all the fun we have, this is not a role without challenges. Challenges from our children, challenges from our parents, and the ongoing socio-political / economic landscape continues to require smart and creative navigation. However, we can promise a supportive, caring community with the opportunity for a new leader to build their own team around them and make a real difference - to make progress and drive our school forwards; leading the way in our next chapter.

Check out our application pack for quotes from our children, our parents and links to videos that give you a flavour of our school. Then visit us in person and experience the warm, nurturing environment first hand!

Yours faithfully,

Simon Wantman,

Chair of Governors









## What qualities would we like our new Headteacher to have....

In recent literacy lessons our Year 6 children wrote reports on what qualities they considered were important in a new Headteacher. They spoke to parents and children throughout the school, some of their suggestions are summarised below:

### Key Stage 1 children

*'Humorous and smiley to encourage us to be positive'*

*'A reasonable amount of strictness (when needed!) but not Miss Trunchbull'*

### Key Stage 2 children

*'Trustworthy', 'Good judgement'*

*'...can tell creative stories and set engaging, enthralling challenges', 'Courage'*

### Parents

*'Creativity'*

*'Put the interests of the children first which may include being a forward thinker and comfortably embracing new ideas'*

*'Inspirational'*

*'Passionate about their job'*

*'Resilience'*

### Last but not least

*'Awesome hair style'*



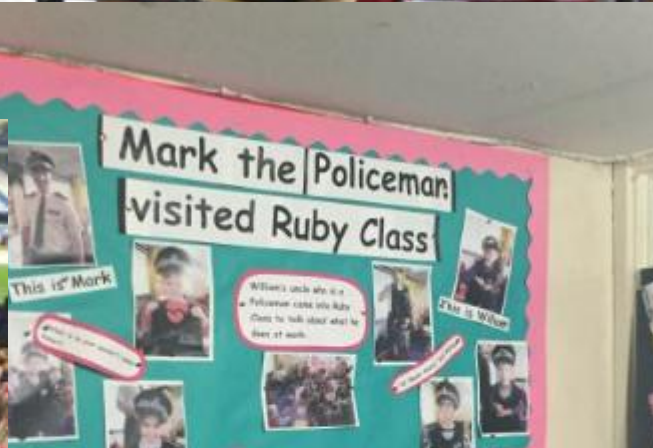
Follow these links for some videos about our school; there are more on our website:

- Art Week: <http://muswellhillprimary.co.uk/gallery/art-exhibition-2015/>
- Our SPA: <https://www.youtube.com/watch?v=vJyPnrPsC8A>
- DT Week Video: [https://www.youtube.com/watch?v=t985GR\\_Lbj4](https://www.youtube.com/watch?v=t985GR_Lbj4)
- Music and Dance Week: <http://muswellhillprimary.co.uk/gallery/music-week-2017/>



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## Selection Process and Procedure

Your application form and covering letter should be submitted by 23.00hrs on Sunday **11 February 2018** to:  
[governors@muswell-hill.haringey.sch.uk](mailto:governors@muswell-hill.haringey.sch.uk)

If you are selected for interview, you will receive an invitation by the end of 14 February 2018.

Interviews will take place on **Monday 26 February 2018**. If you are selected, you will be asked to perform certain tasks as part of the interview and assessment process and you will be advised of the nature of these tasks at the same time as you are notified that you have been selected for interview.

As stated in the governors' letter, applicants are encouraged to visit the school. Please call the school office (020 8444 8488) to arrange a convenient date and time.

Following the interviews, the selection panel will make a recommendation to the school's governing body as to the candidate who should be offered the appointment. All candidates will be advised of this outcome on **Tuesday 27 February 2018**.

If the selection panel or the governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be notified accordingly and the post will be re-advertised.

Any appointment will be subject to the receipt of satisfactory references and to pre-employment checks.



## Muswell Hill Primary School Headteacher Person Specification

Qualifications and Training	<i>Essential</i>	<i>Desirable</i>
Education	Qualified teacher status	Higher degree qualification Postgraduate courses
Professional Development	Completion of NPQH Evidence of sustained participation in INSET, especially school management programme or similar Evidence of leading INSET within the school context	Participation in work with other schools / agencies Experience of leading INSET activities for others, in other schools, or at LA level
Experience	<i>Essential</i>	<i>Desirable</i>
Leadership and management responsibility	Experience of school leadership as a Headteacher, acting Headteacher, deputy Headteacher, inclusion manager, key stage leader or leader of teaching and learning Experience of monitoring lessons and contributing to teachers' progress in teaching and learning Experience and evidence of raising pupil standards, either at class level or school level	Previous experience as a Headteacher
Teaching	At least 6 years classroom teaching in Foundation Stage, Key Stage 1 or Key Stage 2	Experience of teaching more than one Key Stage
Resources	Experience in managing school human resources including teaching and support staff	Experience of managing the school budget
Schools	Teaching in at least two schools	Experience of a range of schools e.g. those with an attached SEN unit or a federated school

Skills and qualities	<i>Essential</i>
Leadership	<p>Ability to lead, provide clear vision, innovate and command respect</p> <p>Ability to think clearly, incisively and strategically</p> <p>Ability to motivate and inspire pupils and staff</p> <p>Ability to delegate responsibility</p> <p>Ability to set high standards and to provide a focus for improvement</p>
Management	<p>Ability to manage change and to monitor and evaluate its impact</p> <p>Ability to maintain and enhance effective systems for the smooth running of a complex organisation</p> <p>Ability to manage school resources, including human and financial resources</p> <p>Ability to lead school self-evaluation and to develop and implement a plan for school improvement</p> <p>Ability to interpret the school's performance data and the implications for school improvement</p>
Relationships	<p>Ability to establish and develop positive relationships with all those involved in the school</p> <p>Commitment to the school's wider community, other educational establishments and education services</p>



Attitudes	<i>Essential</i>
Education philosophy	Committed to inclusive education Committed to raising the achievement of every child Committed to raising achievement through partnerships with parents, other schools and Education Services Committed to continuing school improvement Committed to the breakfast and after-school clubs
Staff development and wellbeing	Committed to the development of the professional and personal wellbeing of all staff Recognition and respect for issues of work-life balance
Equal opportunities	Committed to equality of opportunity
Safeguarding	Committed to safeguarding and promoting the welfare of children and expecting all staff to share this commitment
Knowledge and understanding	<i>Essential</i>
National Framework	Knowledge of relevant legislation Awareness of current developments in education and the implications of these Awareness of current OFSTED framework Knowledge of the SEN Code of Practice and its implementation
Teaching and learning	Understanding the value of monitoring and evaluating teaching and learning and providing effective feedback to teachers Understanding strategies to promote racial harmony Understanding of the role of ICT in teaching and learning
Standards	Understanding characteristics of an effective school Awareness of strategies to raise pupil achievement Understanding systems for tracking of pupil progress and target setting
National Curriculum and Foundation Stage	Understanding planning of the National Curriculum, and Foundation Stage Guidance, including assessment, recording and reporting Understanding of how the National Curriculum can be delivered in a creative and imaginative way
Parents and Community	Understanding of the role which can be played by parents in raising standards Understanding of the role of the school in the wider community
Governance	Knowledge and understanding of the role of Governors

# Headteacher Job Description

Reports to: Governors and the Local Authority  
Responsible for: Muswell Hill Primary School  
Title of Post: Headteacher

Status: Permanent  
Salary: £71,865 - £81,244 dependent on experience  
Full Time Position

The Headteacher is responsible to the Governing Body and the Local Authority.

## **Within the school, the overall responsibilities of the Headteacher are to:**

- Provide the leadership and direction which will ensure that the school's vision is translated into its organisation and operational plans.
- Provide an inclusive learning community that is forward thinking, innovative and confident.
- Attract and retain the highest quality staff and to facilitate staff professional development and training
- Develop relationships with other schools to further staff exposure to alternative teaching and learning environments
- Manage services within a likely reduction in real resource allocation.
- Promote and build on the high standards of teaching and learning throughout the school..
- Provide each child with the opportunities to develop and achieve the highest possible standards.

## **Strategic Direction and Development of the School**

- Ensure that the vision and ethos of the school is clearly articulated, understood, shared and acted upon effectively by the whole school, the breakfast and after-school clubs.
- Demonstrate this vision and values in everyday work and practice.
- Manage change and new initiatives whilst motivating and building on existing strengths, traditions and culture.
- Promote creativity and innovation through a rich curriculum to ensure pupils achieve high standards.
- Lead and manage the further development of strategic planning that ensures continued school improvement.

## **Leading, Teaching, Learning – Promoting Excellence and Achievement**

- Continue to promote pupils' enthusiasm for learning.
- Maintain and develop strategies which secure high standards of behaviour and attendance, within the school's positive discipline policy.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Maintain a positive climate that enables effective teaching and learning, to meet the standards and targets set out in the School Development Plan.

(continued...)



Continually review and develop the curriculum and assessment procedures.

Continue to monitor and evaluate the quality of teaching and learning for all pupils, in order to set and meet challenging targets for improvement.

Ensure that effective monitoring and targeted support systems are in place, to raise pupil achievement.

Continue to promote the voice of pupils within the school, both in their contribution to the school ethos, and the curriculum.

Provide a creative and relevant curriculum.

Ensure statutory requirements of the national curriculum are met.

Promote creativity and innovation through a rich curriculum, to ensure that each child achieves their full potential.

## **Leading and Managing Staff**

Maintain and develop the strength of the leadership team.

Maintain high staff morale and good staff retention.

Maintain a culture where all staff are listened to and can contribute to the development of the school.

Ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and Standards for Induction.

Be a 'lead learner' in the school and facilitate all staff in their own professional development.

Maintain and enhance systems for the management of staff performance, which incorporate target setting for teachers, including pupil progress.

Maintain and enhance systems for the management, and inclusion of, support staff in the school. This should include support, target setting and professional development opportunities for the wide range of staff within the school.

## **Efficient and Effective Development of Staff and Resources**

Managing the competing demands on resources.

Set annual and rolling budgets in conjunction with the Governing Body.

Find creative solutions to managing the budget including external fund raising.

Monitor and report to governors on appropriate priorities for expenditure; allocated funds; and ensure effective administration and control.

Work with senior colleagues to deploy all staff effectively, in order to maintain high standards in the quality of education provided.

Implement successful performance management processes for all staff, including pupil progress targets.

Ensure that professional duties and conditions of employment are fulfilled as set out in the School Teachers' Pay and Conditions document, including those for the headteacher.

Ensure that all the support staff meet the requirements of their job descriptions and conditions of employment.

Manage and organise all aspects of the premises efficiently, to ensure that they meet the needs of the curriculum as well as health and safety regulations.

## Accountability

Provide analysis, information, objective advice and support to the governing body which will enable it to meet its responsibilities for securing effective teaching and learning, together with continually improving standards of achievement and value for money. Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community, OFSTED and others, to enable them to play their part effectively. Further develop an organisation in which all staff recognise that they are accountable for the success of the school. Ensure individual staff's responsibilities are defined clearly, understood and agreed and are subject to rigorous reviews and evaluation. Ensure that all staff members have a full commitment to the LA's equal opportunities policy and an acceptance of personal responsibility for its practical application.

## Relations with Parents and the Wider Community

Ensure that parents and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make to whole school improvement. Ensure the before and after-school provision are of the highest quality and embrace the ethos of the school. Encourage close parental involvement in the day-to-day life of the school and ensure that communication between home and school is effective. Co-operate and work with relevant agencies to safeguard children.



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