



WIMBLEDON CHASE
Primary School



Headteacher

Candidate Information Pack

September 2021 or earlier

Transforming lives through education, aspiration and inspiration



WIMBLEDON CHASE
Primary School



Welcome

Thank you for downloading the details for the post of Headteacher at Wimbledon Chase Primary School, our fabulous 3 form entry primary school, with Nursery and an additional Resource provision (ARP), in the heart of Wimbledon, SW19.

The Governors are looking to appoint a dynamic and progressive Headteacher, with proven school leadership experience, to lead our committed staff and students and to maintain, and build on, the 'outstanding' rating achieved at our last Ofsted inspection



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1. About Us

Welcome to Wimbledon Chase Primary.

Wimbledon Chase Primary is an exceptional school where our children are at the heart of all we do.

We are a centre of high aspirations, where all levels of achievement are celebrated. We are a school which promotes optimism and develops self-belief, ambition and challenge across the curriculum, within an inclusive environment.



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We pride ourselves on the diversity of our school and its inclusive nature. Our community of pupils and families includes a wide variety of languages, cultures, Special Educational Needs and Disabilities, and backgrounds. In addition to the extensive range of indoor and outdoor learning spaces, including large grounds, we are proud of our Additional Resource Provision (ARP), that provides specialist Speech, Language and Communication support, for pupils from across Merton who have significant language and speech difficulties.

One of the successes of the school is its high level of parental support and engagement, and we firmly believe that working in partnership with parents is fundamental to a positive school environment. Our Friends Association plays an invaluable role with fundraising and providing a fabulous array of community events.

We embrace our pivotal role in the community that we serve. Wimbledon Chase Primary School acknowledges the importance of contributing to the wider society beyond the school gates and we strive to fulfil this role and the concomitant responsibilities – within the school, within our local environment and beyond in wider society. We are an Eco school and have a strong commitment to sustainability. The school aims to ensure that its pupils and staff develop as global citizens in order that they are able to seize and shape the world that awaits them.





2. Job Description - Headteacher

Reporting to:	Governing Body, line managed by the Co-Chairs of Governors
Working time:	Full-time. The Headteacher is expected to work such hours as shall be reasonably necessary to properly discharge their duties
Salary:	Headteacher Group 5 L23-29 (£80,271 -£92-414)

Purpose of the job

- Provide vision and leadership for the school, which secures its continued high level of success and development
- Retain and develop the distinctive ethos of the school, whilst having a clear vision for its future
- Ensure the achievement of the highest possible outcomes in all areas of the school's work
- Work highly effectively with staff and the school's governing body and all other stakeholders

Main Duties and Responsibilities

A. Strategic Direction and Development of the School

The Headteacher will:

- Have a strategic view of successfully developing and improving an already thriving school, with Nursery and Additional Resource Provision (ARP)
- Consult staff, parents and governors to create a strategic plan. Manage the implementation of the plan and monitor its impact
- Lead the school through a time of national change whilst at the same time improving the level of education for our children
- Build upon and monitor the overall school aims and the development of a strong vision, ethos and identity that unites staff and pupils and establishes a culture of self-evaluation that will lead to continuous improvement
- Effectively lead and develop the school's Leadership Team and successfully delegate responsibilities to ensure high standards in all areas





- Ensure that effective school policies are implemented, complied with and reviewed regularly in order to maintain equal opportunities
- Maintain the effective management of staff, including their performance management, in order to achieve high standards and harmonious and positive relationships
- Build strong relationships with pupils, parents, staff, governors, other local headteachers and other stakeholders to develop and enhance the achievements and outstanding reputation of the school
- Promote and safeguard the welfare of all pupils in accordance with statutory guidelines and ensure that all staff are committed to and comply with the requirements
- Ensure that the health and safety of all pupils and staff is promoted and maintained to a high standard at all times in accordance with the school's relevant policies and procedures
- Carry out those responsibilities defined by statute with specific reference to Conditions of Employment of Headteachers in the current DfE publication School Teachers' Pay and Conditions including the educational standards, internal organisation, management and control of the school
- Communicate with and support the Governing Board, attending meetings and providing such information as is necessary for the effective exercise of the governing body's responsibilities



B. Teaching and Learning

The Headteacher will assist the Governing body by:

- Ensuring that the statutory requirements of the National Curriculum are met
- Overseeing the curriculum, pastoral care and administration of the school to reflect the multicultural and diverse cohort and context, and to ensure that they are delivered to meet the needs of all pupils
- Demanding ambitious standards for all pupils and instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Securing excellent teaching through an analytical understanding of how pupils learn and of the core features of effective teaching and learning
- Establishing an educational culture of sharing best practice within and between the cluster of schools, drawing and conducting relevant research and analysis





C. Efficient and Effective Use of Resources & Financial Responsibility

The Headteacher will:

- Manage the overall school budget. Allocate funds to ensure the effective use of accommodation, facilities, curriculum and resources to provide good value for money within agreed expenditure limits
- Develop appropriate staffing structures that are capable of delivering all requirements of the school
- Seek additional and sustainable funding to support and pilot new initiatives where appropriate and evaluate effectiveness
- Ensure the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity

D. Robust and highly effective Safeguarding

The Headteacher will ensure:

- The school adheres to the Department for Education's child protection guidance and all relevant guidance and legislation in respect of safeguarding children including the DfE document 'Keeping Children Safe in Education' (September 2020)
- The Headteacher is required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school
- All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the pupils and the school. This includes the use of social media
- The Headteacher is required to have satisfactory Enhanced DBS clearance
- The Headteacher must understand and carry out duties in accordance with the responsibilities of being in a position of trust and must show a duty of care appropriately at all times
- The Headteacher is expected to present a consistently positive image of the school and uphold public trust and confidence at all times





3. How to apply

The successful candidate will be available to start **from September 2021 or earlier**.

The starting salary will be **Headteacher Group 5, with a range of L23-L29** dependent on experience.

4. Key Dates

The key dates for the selection and recruitment process:

- Due to the COVID-19 restrictions, visits to the school will be conducted via virtual tours and live google meets
- Interviews and assessments will take place in person, on a COVID-19 secure basis
- To arrange a virtual tour, or if you have any other questions about the school, please contact Kate Baker, by emailing bursar@wimbledonchase.merton.sch.uk to make an appointment
- Prospective applicants are welcome to arrange **virtual tours** from **Monday 22 February to Thursday 25 February**
- Closing date for applications is 12pm midday on **Friday 26 February**
- Shortlisting will be completed and candidates informed by the end of **Friday 5 March 2021**
- Interviews and assessment will take place on **Thursday 11 March** and **Friday 12 March 2021**. At this stage, candidates are asked to make themselves available for both these dates.

5. Application

Please ensure that within your application you provide the names, addresses and contact details for three referees, one of whom should be your current or most recent employer and another having knowledge of your work in a professional capacity.

All applications will be acknowledged. An enhanced DBS check is required for the successful applicant.





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Merton Hall Road, Wimbledon, London, SW19 3QB