



**Brightwells**  
ACADEMY TRUST



# **Queen's Manor Primary School**

**Headteacher  
Application Pack**

**"Are you looking for a job as a Headteacher?  
Come to Queen's Manor!" (Jimena)**

# Strive, Believe, Achieve



**Role:** Headteacher

**Salary:** Group 2 school L15-21 (£63,041- £71,865)

**Reporting to:** Queen's Manor Local Governing Body and Brightwells Trust Board

**Start date:** January 2019

**Application Process** - Please apply for the role using the Brightwells application form. In addition, we ask that you provide a written statement of no more than 2 x A4 sides detailing how you feel you meet the person specification (page 10).

**Application deadline:** Midday Thursday 14<sup>th</sup> June 2018

**Shortlisting:** Wednesday 20<sup>th</sup> June 2018

**Interviews:** Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> June 2018 (candidates should keep these day free when applying for this position)

Please address your application to Mrs Bryanna Patterson, Chair of Governors, and return to Alda Mendes, School Business Manager.

Email applications:

[admin@queensmanor.lbhf.sch.uk](mailto:admin@queensmanor.lbhf.sch.uk)

Postal applications:

Queen's Manor Primary School

Lysia Street, Fulham, London, SW6 6ND

## Welcome Message from the Chair of Governors, Bryanna Patterson

Dear Candidate

Thank you for your interest in the role of Headteacher at Queen's Manor Primary School. We want to find an inspirational, creative and passionate leader who shares our values, can nurture our ethos and is committed to making Queen's Manor the best it can be.

Queen's Manor is a vibrant, friendly and welcoming community school where visitors comment on the family atmosphere. With motivated staff and pupils and supportive Governors and parents, the school thrives on teamwork. Our current Headteacher has been in position for the past 14 years and is relocating to the North West of England. We are looking for the successful candidate to start as soon as possible but we're prepared to wait for the right person.

Queen's Manor is an inclusive school. We welcome children from all backgrounds with a wide range of ability. We also have 'The Pavilion', an additionally resourced provision (ARP) for up to 20 children with learning difficulties. In the past 2 years, the Pavilion has experienced a terrific rebuild and we now have a state of the art facility to meet our children's needs.

Sitting on the banks of the River Thames, our Grade 2 listed building enjoys wonderful views and beautiful sunsets over Barnes Wetlands – the school is an oasis in the big city. We take great pride in our school environment and surroundings and have recently benefitted from a landscaping upgrade. Queen's Manor is now the envy of many schools in our locality due to our sports and playground facilities offering provision that's second to none.

We believe there are exciting times ahead for Queen's Manor with the right person in the driving seat. We hope that this application pack encourages you to get in touch and see what we have to offer. Visits to the school are essential – you are welcome to arrange a visit via the school office. You are also welcome to visit our website where you will find additional information about the school [www.queensmanor.lbhf.sch.uk](http://www.queensmanor.lbhf.sch.uk).

Yours sincerely

Bryanna  
Patterson  
**Chair of  
Governors**



## A letter from the Head Girl and Head Boy

Dear Candidate,

Behaviour in our school is excellent. Children are hardworking, helpful and talented – you will enjoy meeting each student. Everyone is polite and kind and you will find the staff good company. Queen's Manor is a great place to be because we are all so friendly; everyday is different and we have a calendar full of events.

We need a Headteacher who is kind, fair, welcoming and approachable. We want someone to be the boss but not be bossy; someone who is a 'we' person not an 'I' person. You need to have a good sense of humour and be willing to get involved. It is really important that you are empathetic; we want you to listen and help us to sort out any problems straight away.

Yours sincerely

Raiyan and Nancy (Head Boy and Head Girl)





### **A bit about Brightwells Academy Trust**

In October 2016, Queen's Manor became part of Brightwells Academy Trust, a small multi-academy trust combining Fulham Primary and Sullivan Primary Schools. The Headteachers of the 3 schools work in close collaboration to improve opportunities and outcomes for children and staff across the Trust.

At Brightwells Academy Trust (BAT) we have a clear vision and a strong set of values, which we are determined to develop in all our children.

### **We aim to become an outstanding multi-academy trust that:**

- Improves opportunities and outcomes for all our children
- Nurtures self-motivated, successful and resilient learners
- Drives ambition and aspiration in our children
- Inspires learners with high expectations of themselves
- Grows responsible, open-minded and caring citizens

### **Our vision includes:**

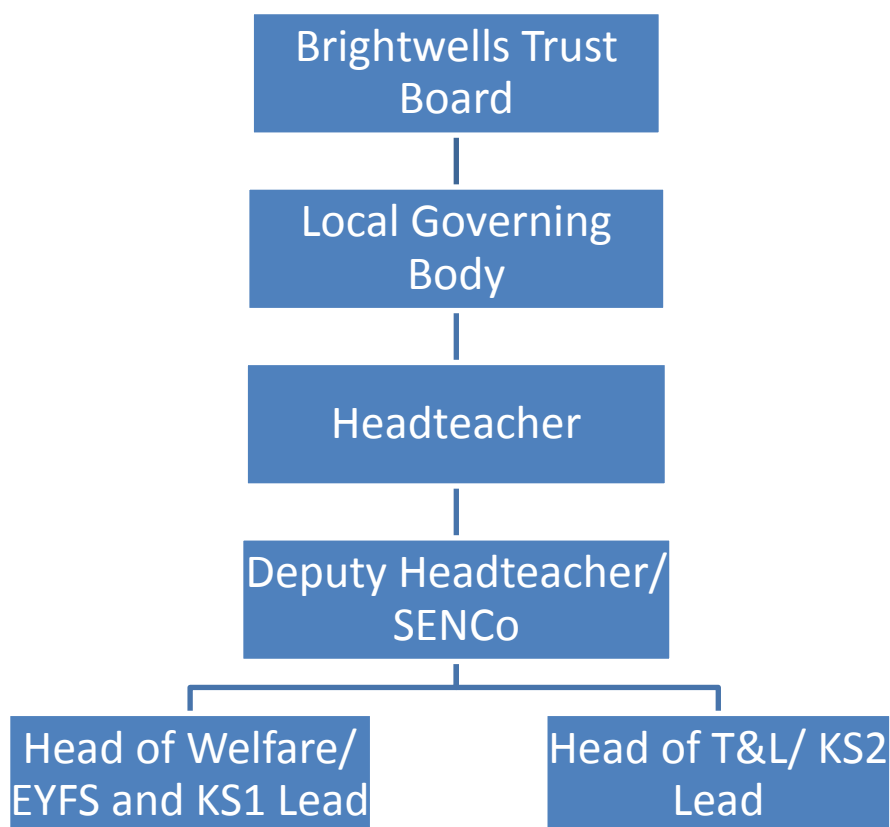
- Extending learning opportunities and activities for all pupils
- Enriching the curriculum through partnership working and shared resources
- Sharing excellent practice in teaching and learning
- Enhancing the professional development of teaching and support staff
- Building mutual support between the Headteachers, the Trust Directors and the Local Governing Bodies



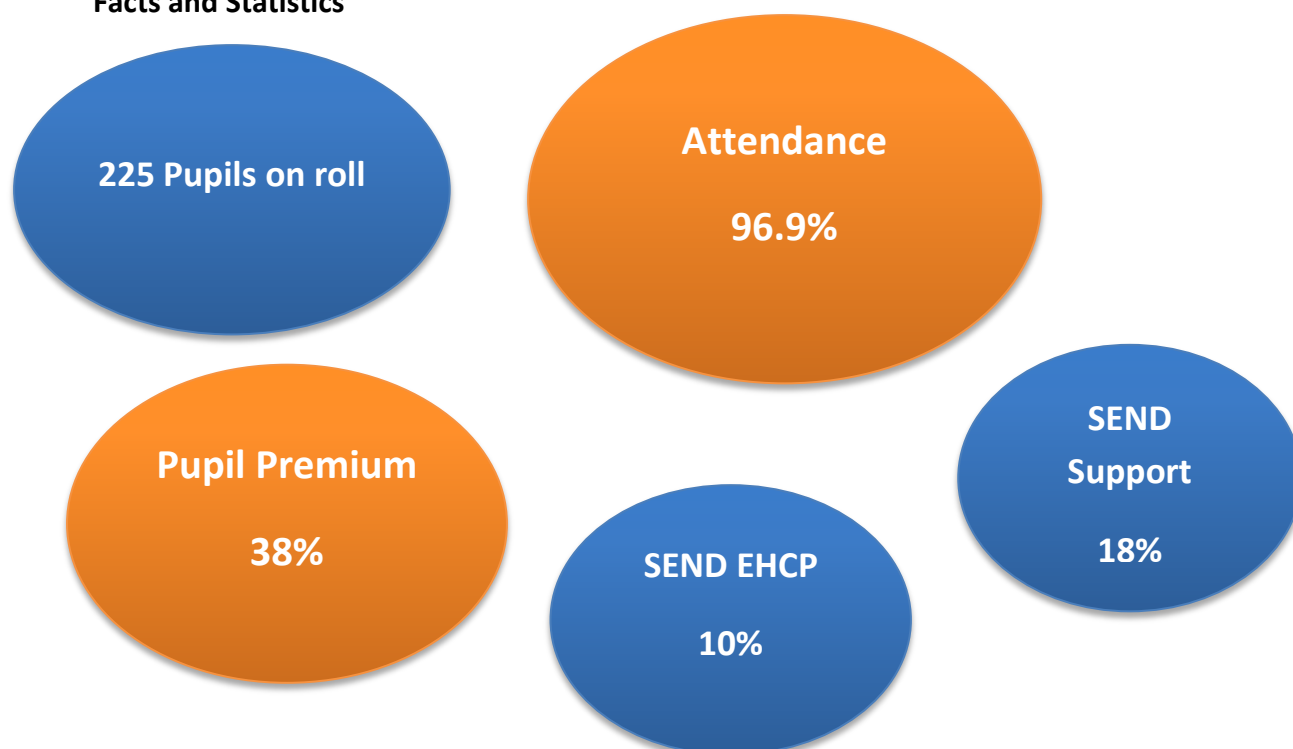
## Queen's Manor Primary School Information summary

Queen's Manor is a one form entry Primary School with Nursery located in South Fulham. We serve a socially, academically and culturally diverse community. The school is 114 years old and is housed in a Victorian 'triple deck' building.

### Leadership structure



### Facts and Statistics





### **Job Description**

The Headteacher carries out duties in line with the conditions of employment as set out in the current School Teacher's Pay and Conditions document and the National Standards of Excellence for Headteachers with specific reference to the achievement of the four 'Excellence as Standard' domains.

### **Core Purpose**

To be the strategic lead professional at the school. The Headteacher will provide vision, ambition, leadership and direction, ensuring the school is managed and organised by working strategically with the whole school community and all partners to develop outstanding provision.

### **Key Responsibilities of the Post**

- ✓ Have direct impact in securing achievements to the highest level for all pupils through uncompromising high ambition
- ✓ Build, develop and maintain effective relationships with pupils, staff, Governors, parents/carers, Trustees and all members of the school and wider community
- ✓ Continue to foster an open, transparent and equitable culture. Lead by example; be involved at all levels and maintain the positive climate in the school
- ✓ Be responsible for the implementation and application of policy and practice relating to leadership, management and day to day organisation
- ✓ Ensure breadth and balance of the whole and wider school curriculum; build upon QM's bespoke curriculum that caters for all interests and abilities
- ✓ Have ambition and strategic aptitude to seize opportunities for the school through the sharing and receiving of best practice and expertise from across the wider educational community

Carry out duties in line with the four Headteacher 'Excellence as Standard' domains as follows;

### **Qualities and Knowledge**

- ✓ Hold and articulate clear values and moral purpose, focused on providing a world class education for the pupils of the school
- ✓ Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
- ✓ Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- ✓ Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

- ✓ Work with political and financial astuteness, within a clear set of principles centred on the school's vision and ethos, ably translating local and national policy into the school's context.
- ✓ Communicate compellingly the school's vision and ethos and drive the strategic leadership, empowering all pupils and staff to excel.

### **Pupils and Staff**

- ✓ Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- ✓ Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- ✓ Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- ✓ Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- ✓ Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- ✓ Hold all staff to account for their professional conduct and practice.
- ✓ Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by actions or inactions.

### **Efficient systems, process and resources**

- ✓ Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- ✓ Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- ✓ Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- ✓ Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively – in particular its functions to set school strategy in line with vision and values and to hold the Headteacher to account for pupil, staff and financial performance.





- ✓ Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- ✓ Distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **Leading school self-improvement**

- ✓ Create an outward-facing school which works with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- ✓ Develop effective relationships with fellow professionals and colleagues to improve academic and social outcomes for all pupils.
- ✓ Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- ✓ Model innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- ✓ Inspire and influence others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### **Safeguarding**

Brightwells Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment.





## Queen's Manor Primary School

### PERSON SPECIFICATION

<b>Selection criteria</b>
<b>Qualifications and Training</b>
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of continuing and relevant professional development in school leadership and management</li> <li>• National Professional Qualification for Head Teachers (NPQH) – desirable but not essential.</li> </ul>
<b>Key Skills and Experience</b>
<ul style="list-style-type: none"> <li>• Proven successful experience as a Headteacher or Deputy Head in a primary school</li> <li>• A highly effective teacher with proven consistent high-quality teaching in the primary classroom</li> <li>• Experience of teaching in more than one school and across the whole primary age</li> <li>• Experience of leading in a school serving a diverse community</li> <li>• Experience of leading change effectively</li> <li>• Excellent written and communication skills</li> </ul>
<b>Qualities and Knowledge</b>
<ul style="list-style-type: none"> <li>• Evidence of an ability to build, communicate and implement a coherent vision for the school in consultation with all stakeholders</li> <li>• Ability to demonstrate personal behaviour that leads by example and forges positive relationships between pupils, staff, parents, Governors and members of the local community</li> <li>• Proven ability of creating a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection</li> <li>• Evidence of clear values and moral purpose which puts children first in decision-making and policy</li> <li>• Ability to exercise creativity and emotional intelligence in leadership</li> <li>• Evidence of a drive to encourage and pursue excellence in all aspects of school life and a clear sense of what strategies might be effective for achieving this</li> <li>• Commitment to inclusion and equal opportunities for every pupil in the school</li> <li>• Willingness to be transparent and accountable to parents, Governors, relevant external bodies and the local community</li> </ul>
<b>Safeguarding and welfare of Pupils</b>
<ul style="list-style-type: none"> <li>• Absolute commitment to ensuring the safety and well-being of pupils</li> <li>• Experience of working in partnership with a range of services to support children's welfare and development.</li> <li>• Understanding and experience of the role of DSL and a willingness to take the lead should the need arise</li> <li>• Proven ability to build a culture where children feel confident that their concerns will be listened to and acted upon</li> </ul>
<b>Leading teaching and learning</b>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of how to maintain and raise the quality of teaching and learning across the school</li> <li>• Experience of setting and achieving challenging goals and targets for staff and pupils</li> </ul>

<ul style="list-style-type: none"> <li>• Experience of analysing pupil performance data to identify trends to inform teaching and learning outcomes</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of reporting and presenting statistical information and trends to stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of developing a consistently high quality of teaching through rigorous assessment, monitoring, evaluation and feedback</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to develop all staff professionally into effective and motivated practitioners</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to self-reflect, receive constructive feedback and learn from other experienced practitioners</li> </ul>
<ul style="list-style-type: none"> <li>• Confidence to challenge underperformance in teaching and support improvement in performance</li> </ul>
<ul style="list-style-type: none"> <li>• Proven commitment to a curriculum that is creative and relevant to the interests and needs of all pupils</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to encourage parents to play a part in their child's learning</li> </ul>
Leading school self-improvement
<ul style="list-style-type: none"> <li>• Experience of leading and contributing to school self evaluation and improvement planning</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate the ability to think strategically, build, communicate and deliver a coherent vision in a range of ways.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven experience of building mutually beneficial and supportive relationships with other schools, agencies and groups to enhance opportunities for staff and pupils</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence of a current knowledge and understanding of local, national and global education</li> </ul>
<ul style="list-style-type: none"> <li>• Proven commitment to high quality training and ongoing professional development for all staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Able to inspire, challenge, motivate and empower others to carry the vision forward.</li> </ul>
<ul style="list-style-type: none"> <li>• Track record of providing inspirational and strong collaborative leadership to teaching and support staff, Governors and parents.</li> </ul>

Thank you for your interest in the role of Headteacher at Queen's manor Primary School. Please get in touch if you would like any further information.

