



# **Associate Headteacher/ Head of School**

## **Information Pack**



## Claycots School Partnership 2 X Associate Headteacher/ Head of School

Starting: September 2019  
Location: Britwell or Town Hall Campus, Slough, Berkshire  
Salary: Leadership Scale, Salary L25-L31: £73,223 - £84,637 per annum  
Contract: Permanent, Full time (52 weeks per annum)

Claycots School proudly claims to be the UK's largest primary school, with 1700 pupils currently on roll, growing to over 1850 in the next few years. The school is also one of the highest oversubscribed schools in Slough.

The Executive Headteacher is looking for two outstanding educational professionals to join him in an exceptional time of growth and expansion, and to work in partnership with him to lead one of the four form entry campuses.

The Associate Headteacher/Head of School will be involved in leading the planning, leadership and management, safeguarding and standards, and have an oversight of the school campus, continuing to build on the high profile that is being developed.

Working together with the Executive Headteacher, both Associate Headteachers/Heads of School will provide a consistent framework for all Claycots' children, but will continue to develop and create a uniqueness and individuality on each campus. We will be continuing to develop both the Town Hall Campus and the Britwell Campus to create a world-class learning environment.

The objectives for this post will be to:

- lead and operationally manage either the Town Hall or Britwell Campus.
- play a central role within our Senior Executive Team, working in partnership with senior colleagues to strategically lead the school.
- promote ambitious expectation for standards, achievement and curriculum enrichment for all children.
- work with and develop strong relations with the Chalvey and Britwell communities.

We are excited about the future at Claycots and look forward to working with someone who shares our passion and who has the flair and creativity to add to our vision for the future of Slough children and all stakeholders.

We encourage prospective candidates to visit the school. Please contact Perri Woods (PA to Executive Headteacher): [p.woods@claycots.slough.sch.uk](mailto:p.woods@claycots.slough.sch.uk), 0118 207 0412, to arrange an appointment for a tour and the opportunity to discuss the wider vision and expectations of the post. Tours will be taking place during weeks commencing 4<sup>th</sup> and 11<sup>th</sup> February and please put aside at least 2 hours for the visit.

**A downloadable application form and information pack are available on our school website [www.claycots.com](http://www.claycots.com)**

Completed application forms should be sent direct to [recruitment@claycots.slough.sch.uk](mailto:recruitment@claycots.slough.sch.uk)

Closing date for all applications: **Thursday 21st February 2019 12.00 noon**

Interviews: **Friday, 8th March 2019 from 8.00am (Slough Town Hall Campus)**

*Applicants will be required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in line with Claycots' policies and procedures. A satisfactory Enhanced DBS disclosure is required for this role. The school will request references before interview.*



## WELCOME TO THE CLAYCOTS SCHOOL PARTNERSHIP

Claycots School Partnership is the largest primary school in the country and we are excited to be recruiting to meet the needs of our rapid expansion to ensure that our children get the very best in creative, innovative and dynamic teachers and leaders. Currently, we have 1700 pupils over two high profile campuses in Slough with big plans for our children.

After our recent successful Ofsted (November 2018) we will be continuing to focus on ensuring the best outcomes and standards for all pupils on both campuses.

This is truly a fantastic prospect for an ambitious values driven professional who is willing to work with us in our vision and who is committed to raising standards and ensuring that all our pupils have the opportunity to progress, thrive and reach their potential.

### ***What we can offer?***

Claycots is committed to supporting and coaching staff to reach their full potential. Our posts will give successful candidates the opportunity to work in a dynamic and thriving school community, where they can make a tangible difference, whilst receiving exceptional professional development. We offer programmes in NQT Induction, Masters study, Leadership Programme and opportunities to make a significant difference in children's lives.

We are a 'values' led organisation that derives all our thoughts, actions and plans from the future based around these simple principles which we expect all members of our school community to adhere to. Our values are simple:

- L Lead Learning, Love Learning
- I Investigate and Innovate
- V Value ourselves, each other and our Community
- E Excellence through expectation

We are seeking ambitious values driven professionals who are willing to work with us in our expansion and support us in driving forward the agenda for social equality and excellent provision for our children.

The last word from our Executive Headteacher, Mr Andrew Griffin:

*"I believe that we should give our children the very best of experiences, learning and social development to prepare them for life so that they can grow to become happy, productive 21st Century citizens".*

School Contextual Data –	
Status of school	Community/ Maintained
Ofsted Category	Good
Age Range	3-11 (Primary)
Number of Pupils	1700
Total Number of Staff	270
Finances	£8 million
% of FSM Children	14%
% of pupils with English as an Additional Language	61%
% of children with SEN	19%
Pupil Attendance	96%

### Ofsted (November 2018)

*“Claycots Primary School has expanded substantially over recent years. The Town Hall annex now has pupils in all year groups, from Nursery to Year 6. Leaders have managed the considerable challenges associated with expansion well, including the increase in numbers of staff.*

- *Leaders’ commitment to high expectations and good-quality training has ensured that teachers are well supported when they join the school. In September 2018, a large number of teachers joined, forming a high proportion of the staff. They quickly became familiar with school values, policies and procedures, providing interesting activities for pupils and maintaining high standards of behaviour.*
- *Pupils know the values of the school very well because leaders and staff are resolute in consistently promoting them. Notably, the school values of ‘mutual respect, tolerance and celebration of difference and diversity’ shine through the curriculum. For example, in assemblies pupils heartily sing the school song, which celebrates those values. Pupils were able to describe to inspectors how the song helps them to understand the importance of respect and tolerance.*
- *The curriculum is broad and balanced. Pupils experience an appropriate range of subjects. The curriculum is further enriched with the addition of other subjects. For example, key stage 2 pupils study Mandarin and Spanish. Aspects of spiritual, moral, social and cultural development are thoroughly embedded throughout lessons, preparing pupils well for life in modern Britain.*
- *Leaders ensure that the primary school sports funding increases the range of activities available to pupils. As a result, pupils enjoy a wide and varied range of sporting opportunities, including inter-school sports competitions.”*



## A Message from our Executive Headteacher

Dear Prospective Candidate,

May I take this opportunity to thank you for the interest that you have shown in the post of Associate Headteacher/Head of School.

As the Executive Headteacher, I am excited at the prospect of enhancing our Senior Executive Leadership Team.

We have two campuses. The Britwell Campus is a four form entry school located on Monksfield Way which, in recent years, has demonstrated exceptional success academically and consistently features as one of the highest attaining schools within the Slough area.

Our other campus at The Town Hall on the Bath Road has recently undergone a huge expansion into a four form entry school, in a new modern, high-specification building, which meets the needs of the Chalvey area. The demand for places within this area is high with births and inward migration giving us a diverse school community, which is 61% EAL. Aspirations from parents are high.

As an extremely large, ambitious school, we require **two** Associate Headteachers or Heads of School with large whole school leadership experience, vision, energy and determination to lead each of the school campuses.

At a senior leadership level and with a high level of accountability, we require individuals who are able to work in partnership with a committed and supportive governing body and professional team to build on the success and seize new opportunities to further develop the school and provide first class education for the children of Claycots.

We are a 'values' led organisation that derives all our thoughts, actions and plans for the future based around four simple principles which we expect all members of our school community to adhere to.

On behalf of the Governing Body, my expectations are very simple:

*"I believe that we should give our children the very best of experiences, learning and social development to prepare them for life, so that they can grow to become happy productive 21st century citizens".*

I strongly recommend that you take the opportunity to tour both campuses and find out more about this exciting leadership opportunity. For the application process we will require a Letter of Application (no more than two A4 sides), a fully completed Slough LA Application form, Equal Opportunities form and no more than two A4 pieces of supplementary evidence matching the person specification, if so desired.

Regards

Andrew Griffin

Executive Headteacher

Claycots School Partnership,  
(Britwell and Town Hall Campuses)

# **Associate Headteacher/Head of School**

## **Britwell or Town Hall campus**

### **Person Specification and Job Description**

#### **Line of responsibility**

The Associate Headteacher (Head of School) is directly responsible to the Executive Headteacher.

#### **Line management**

S/he shall line manage and appraise the designated staff in leadership, main scale and support roles.

#### **Job content**

##### **Strategic purpose**

- To lead one of the school campus sites as Head of School with the following aims:
  - i) promoting the ethos and values of the school
  - ii) ensuring a high standard of education is delivered to our children to promote high expectations, excellent progress and to raise standards
  - iii) ensuring compliance and accountability; and
  - iv) developing the school campus with strong links with the other school campus through collaboration, cooperation and forging strong relationships.
- S/he shall deputise for the Executive Headteacher (in her/his absence) and in all aspects of her/his role as a key member of the Senior Executive Team.
- S/he shall make a positive contribution to the vision and leadership of the whole school helping shape the school's future and ensure that everyone is enabled to contribute effectively to the progress and development of the school.
- S/he shall assist the Executive Headteacher in ensuring the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for students and a rich extra-curricular programme which reflects the school's development priorities.

##### **Operational responsibilities**

- S/he shall play a key role in promoting the aims, value and ethos of Claycots School Partnership and facilitate effective communications with all stakeholders.
- S/he shall lead and co-ordinate curriculum leaders in the development of learning programmes, teaching strategies, schemes of work and in monitoring and evaluation to reflect the school's programme of continuous improvement.
- S/he will play a lead role in developing and implementing the school's teaching and learning priorities through effective assessment procedures, the development of personalised learning and ensuring curriculum enrichment opportunities are maximised.

- S/he will maintain a strong awareness of the school's performance with regard to the quality of teaching in relation to national guidelines and mentor Year Group Leaders, Phase Leaders and Assistant Headteachers and other leaders to ensure high standards of teaching overall.
- S/he shall lead and co-ordinate the construction of the relevant sections of the annual development plan and self-evaluation process.
- S/he shall lead and co-ordinate the work of the senior leadership team.
- S/he shall advise and work with the Executive Headteacher and the governing body on the formulation of its policies and their implementation to meet the aims and development priorities of the school.
- S/he shall support the Safeguarding team and deputise where required for the Designated Safeguarding Leads.
- S/he shall assist the Executive Headteacher with the recruitment and development of excellent staff and in ensuring high standards of discipline and morale throughout the school community.
- S/he shall support the work of the designated committee of the governing body and provide advice and guidance to the Chair of Governors and Executive Headteacher.
- S/he shall ensure the shared development and operation of effective assessment, recording and reporting systems, using the full potential of technology and data systems to set targets, monitor students' progress and raise attainment across both sites. S/he shall ensure the effective operation of systems for quality assurance and appraisal and CPD. S/he shall ensure that staff are led, trained and managed to achieve challenging goals.
- S/he shall assist the Executive Headteacher in ensuring budgets are effectively managed and that the school delivers value for money. S/he shall ensure that child protection and safeguarding of children are given the highest priority at all times. S/he shall liaise effectively with all leaders to ensure the school is compliant, and all policies are adhered to including Health and Safety, Safeguarding, Financial Procedures, Employment Law and Data Protection.

### **Conditions of employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- Attention is also drawn to the requirements for planning, preparation and assessment time under which all teachers at a school with timetabled teaching commitments have a contractual entitlement to guaranteed PPA time within the timetabled teaching day.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff members are required to participate in the school's appraisal scheme.

<b>Qualifications and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications and experience</b></p> <ul style="list-style-type: none"> <li>• First degree.</li> <li>• Qualified teacher status.</li> <li>• A continued commitment to own professional development.</li> <li>• Assistant headteacher, deputy headteacher, headteacher or associate headteacher with whole school experience or Key Stage experience in a large school.</li> <li>• Teaching experience within the designated age range.</li> <li>• Experience of child-safeguarding issues and successful use of measures that promote and ensure the safe-guarding of children.</li> </ul>	<p><b>Qualifications and experience</b></p> <ul style="list-style-type: none"> <li>• Relevant further degree linked to school leadership or management.</li> <li>• Further relevant professional studies.</li> <li>• Experience of more than one school/academy.</li> <li>• Experience of more than one key stage.</li> </ul>
<b>Leading Strategically</b>	
<p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>• Models of effective leadership and organisational structures.</li> <li>• New technologies and their potential impact.</li> <li>• Leading change, creativity and innovation.</li> <li>• Developments in education at local, national and global levels.</li> <li>• Ways of achieving stakeholder and community engagement.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Think strategically, analytically and creatively</li> <li>• Deal with complexity and uncertainty</li> <li>• Anticipate, lead and manage change</li> <li>• Use research and evidence to support and challenge practice.</li> <li>• Inspire, challenge, motivate and empower others to attain challenging outcomes.</li> <li>• Celebrate achievement and acknowledge excellence.</li> <li>• Model the vision and values of the school.</li> <li>• Build capacity and achieve sustainability.</li> <li>• Work strategically with the Governing Body.</li> </ul>	<p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>• Strategic planning processes, tools and techniques.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate political acumen.</li> <li>• Build a vision and communicate clear purpose and sense of direction.</li> </ul>

<b>Leading Teaching &amp; Learning</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>• Methods to ensure the specified teaching and learning standards are harnessed and maintained by all teaching staff.</li> <li>• Curriculum design and management.</li> <li>• Strong and secure understanding of different assessment systems and tracking to evaluate progress and attainment and set targets and next steps to promote learning</li> <li>• Ways of applying effective practice and research evidence to improve outcomes</li> <li>• Principles of quality learning, teaching and assessment including school review and self-evaluation.</li> <li>• Use of external support and expertise</li> <li>• New technologies to support learning and teaching.</li> <li>• Strategies for improving outcomes and achieving excellence for all.</li> <li>• Tools for data collection and analysis.</li> </ul>	<p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>• Behaviour and attendance management.</li> <li>• Special educational needs and pastoral care.</li> <li>• Promote a strong culture of pedagogic research approaches and familiarity with major changes within the curriculum.</li> </ul>
<b>Leading the Organisation</b>	
<p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>• Employment market, effective recruitment, deployment and management of staff.</li> <li>• Technology to enhance organisational effectiveness.</li> <li>• Strategies to maximise contributions from the workforce.</li> <li>• Accountability frameworks.</li> <li>• Legal issues relating to leading and managing a school, derived from all relevant statutory and regulatory frameworks.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Seek expertise and advice from within and outside the school.</li> <li>• Delegate, collaborate and distribute leadership.</li> <li>• Manage others within an accountability framework.</li> <li>• Create an environment which enables people to perform at their best and underpins effective employee relations.</li> <li>• Create a working environment which takes account of workload and work-life balance.</li> <li>• Manage industrial relations.</li> <li>• Develop and sustain a safe, secure and healthy school environment.</li> <li>• Manage the school's financial, human and physical resources.</li> </ul>	<p><b>Knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>• Development of and access to school buildings and facilities.</li> <li>• Strategic financial planning, budget management and principles of best value.</li> <li>• Organisational development, planning and implementing change.</li> <li>• Project management techniques.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Establish structures and systems so operational decisions are based on informed discussion.</li> </ul>