



Atwood Primary School

Headteacher Job Description & Person Specification



“The school ensures pupils’ outstanding progress in both their academic and personal development. These are promoted further by an excellent curriculum.” Ofsted 2008



A place to love learning

Atwood Primary School has an excellent reputation for providing a first-class education. Graded outstanding by Ofsted in 2008, it is an oversubscribed foundation school with excellent facilities and a successful nursery. Sanderstead Children's Centre is on the same site.

The school's mission is 'to establish a caring and challenging school community where all pupils feel valued and develop a love of learning'. The welcoming community consists of dedicated and committed staff, polite and well-motivated pupils, an active Governing Body and supportive parents.

About the role

The governors wish to appoint an inspirational, dedicated and visionary headteacher with the leadership skills to build on the school's existing achievements. During the first 12-24 months in post key priorities will be to:

- Consider academy status
- Ensure that sports provision reaches outstanding status
- Improve our links with the local community
- Maximise the use of our facilities for the benefit of the wider community
- Ensure outdoor learning opportunities are embedded in the curriculum
- Develop leadership skills of teachers
- Ensure consistency of teaching in mathematics
- Develop the Restorative Justice approach to behaviour.

Overall, the new headteacher will inspire children and staff and continue to develop Atwood School as the best place both to work and to learn.



Job description

This job description should be read alongside the duties and responsibilities of a headteacher as set out in Part 9 of the Annual School Teachers' Pay & Conditions Document and the three key principles embodied in the National Standards for Headteachers.

The primary purpose of your role is to establish a caring and challenging school community where all pupils feel valued and develop a love of learning.

1. LEADING TEACHING & LEARNING

You will:

- Develop creative, responsive and effective approaches to teaching and learning
- Ensure that learning is at the centre of strategic planning and resource allocation
- Ensure a consistent and continuous focus on pupils' achievements
- Promote high expectations and set challenging targets
- Use data and benchmarking to monitor individual pupil progress
- Create a challenging and supportive culture where all pupils can achieve their full potential
- Develop a diverse, flexible curriculum
- Monitor classroom practice and implement improvement strategies
- Challenge under performance and ensure effective corrective action.

2. MANAGING THE ORGANISATION

You will:

- Ensure that resources are used effectively to improve the quality of education for all pupils and provide value for money
- Recruit and manage staff to achieve the visions and goals of the school
- Ensure there is due regard for safeguarding children and young people
- Ensure the management systems, structures and processes work effectively and in line with legal requirements
- Ensure that policies and practices take account of national and local initiatives
- Ensure the school environment meets the needs of the curriculum and health and safety regulations
- Ensure the school is a school of choice for parents
- Encourage the involvement and support of parents and the local community in the life of the school.

3. WORKING WITH OTHERS

You will:

- Treat people fairly, with dignity and respect
- Manage and lead the staff team
- Support the governing body to meet its responsibilities
- Be approachable and supportive to parents
- Engage with external partners to build effective learning communities
- Promote staff professional development
- Develop a collaborative learning culture
- Ensure effective planning and evaluation of work
- Develop the links between the school and the wider community.

4. SHAPING THE FUTURE

You will:

- Work with the governing body and staff to set the strategic direction of the school
- Create an inspiring vision for the school
- Translate the vision into agreed objectives
- Promote continuing school improvement
- Lead and manage staff and pupils effectively
- Create a shared culture and positive environment
- Use creativity, innovation and new technologies to improve standards.

You will also be required to undertake such other tasks and responsibilities as the governors shall decide from time to time.





Person specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Shortlisting will be carried out on the basis of how well you meet the requirements of the person specification.

You should indicate clearly how you meet each of the requirements with examples when you complete your application form and supportive statement. If you are selected for interview the recruitment and selection procedure will collect evidence from any of the following activities:

If you are selected for interview the recruitment and selection procedure will collect evidence from any of the following activities:

- A: Application Form
- T: Tasks
- SS: Supportive statement
- AS: Assembly
- I: Interview
- P: Presentation
- M: Monitoring and evaluating classroom practice through a joint lesson observation.

A. QUALIFICATIONS

1. Qualified teacher status (A)
2. NPQH accreditation, or working towards it, or serving Headteachers who are exempt (A)

B. EXPERIENCE

1. Experience of developing a strong vision and inspiring others to work towards it (SS,P,T)
2. Experience at senior manager level of effectively leading and managing people (SS, I)
3. Experience in and commitment to distributed leadership and building future leaders (SS,I,T)
4. Experience in leading and managing complex projects effectively (SS,I)
5. Experience of working in a pressured environment (SS,I,T)
6. A successful track record of devising innovative solutions to problems (SS,I,P,T)
7. A proven track record in developing and implementing strategies which have improved and enhanced educational standards (SS,I,M,T)
8. Experience of monitoring the curriculum to ensure inclusion and access for all pupils (SS,I,M)
9. Experience of using a range of evidence to support, monitor and evaluate performance (SS,I,M,T)

10. Experience of undertaking whole school self evaluation and performance monitoring including using data to analyse performance (SS,T,I)
11. Experience of strategic financial planning, budgetary management and resource allocation that supports excellent teaching and learning (SS,I,T)
12. Experience of / ability to work successfully in a school improvement role e.g. as a Local Leader of Education/LA School Improvement work etc. (SS,I)
13. A record of recent professional development that has helped prepare you for this position.

C. KNOWLEDGE AND SKILLS

1. Ability to lead, motivate and inspire children and staff (SS,I,AS)
2. A passion for continuous improvement (SS, I,P)
3. An innovative and creative approach to improving education (SS, I,P)
4. Excellent written and oral communication skills (A,SS, I,AS,P,T,M)
5. A high level of numerical ability (SS,T)
6. Good skills in analysing and interpreting data (SS,T)
7. Sound financial management skills (SS,T)

8. Ability to develop and implement strategies to improve effective teaching and learning (SS, M,T)
9. Ability to collaborate with others, both internally and externally, to secure the best outcomes for pupils (SS,I,P,T)
10. A commitment to safeguarding and promoting the welfare of children (SS, I)
11. Ability to develop effective relationships with all stakeholders, including pupils, governors, parents, carers, local government and the wider community (SS,I,AS)
12. A good understanding of the legal issues and guidance relating to managing a school (SS,I)
13. A good understanding of current legislation and policy in an educational environment (SS,I)
14. A commitment to maintaining outstanding music provision (SS,I)
15. Ability to analyse relevant data to monitor pupils' progress, set and achieve ambitions, challenge goals and targets and identify areas for improvement with the focus on every pupil achieving their full potential (SS,I,T)

The Governors are committed to safeguarding and promoting the welfare of children. This post requires an enhanced criminal record check via the CRB.

Key school facts and statistics

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| Type of school | Primary, 3-11, Non-denominational |
| Location | South Croydon, Outer London |
| Number of pupils | 495 |
| Average class size | 30 |
| Contextual value added score | 100.9 |
| Date school established | 1960 |
| School awards | ICT Mark, Food for Life Silver, Healthy Schools, ArtsMark Gold, Ofsted Outstanding, Activemark |
| Number of teaching staff | 23 |
| % of newly qualified teachers | 5% |
| Entry level attainment | Average |
| % of children on FSM | 7.5% |
| % of children with SEN | 20% |
| % of children with EAL | 0.5% |
| Key stage 1 results 2010 | Speaking & Listening: 95%, Reading: 92% Writing: 89% Mathematics: 92% Science: 97% |
| Key stage 2 results 2010 | English: 100% L4+ English: 46% L5 Maths: 96% L4+ Maths: 51% L5 |



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