



Clapham Manor  
Primary School &  
Nursery

*Growing Brighter Futures*

# HEAD OF SCHOOL APPLICATION PACK

February 2025

**Mr J Broad**  
*Exec Headteacher*

**Ms H Lancaster**  
*Head of School*

**Ms P Porter-Mill**  
*Exec Business Manager*

**Primary School**  
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Dear Applicant,

## **APPOINTMENT OF HEADTEACHER**

Welcome to Clapham Manor Primary School - we are delighted you are interested in the position of Headteacher.

Clapham Manor Primary, situated in the heart of Clapham in the Borough of Lambeth, is a two-form entry primary school and nursery with 383 pupils on roll and part of Federation with Sudbourne Primary School. All areas of school life are judged as 'Good' by Ofsted.

When walking around Clapham Manor Primary School's two distinct buildings – the Victorian and the award winning modern extension – you see the physical manifestation of the seamless conjoining of traditional and cutting edge. The school remains at the heart of the Clapham community because it preserves many traditions and plays infinite variations on them. We strive, through our motto of 'Growing Brighter Futures' to ensure the community and children experience a base of solid academic learning wrapped up in education of the whole person for a 21<sup>st</sup> Century life.

We have a leadership team, overseen by our Executive Headteacher Mr. James Broad, who works closely with the Heads of School across the Federation to support and challenge where required. The leadership structure within the school has clearly defined roles and responsibilities, with middle leaders that form part of the Teaching and Learning Team (TLT) to drive excellence within teaching and learning.

Our staff team is made up of a wide range of experiences and disciplines and everyone is valued. We have high expectations of our pupils and each other and want to ensure that we provide the best possible environment and education so that our children can reach their potential in both their academic achievements and their knowledge and experience of life.

You will be expected to manage and protect the school's future through the challenging financial and educational climate ahead; for the right candidate this will be a great opportunity to build on the existing strengths and reputation of the school and to grow a brighter future for our dynamic Clapham Manor community.

Ask Parents, Carers, and children why they chose Clapham Manor as their Primary School and you will hear about the old-fashioned virtues of excellent teaching, our knowledge based and enriching curriculum and about belonging to a friendly extended family.

We would strongly encourage any interested candidates to arrange a visit to the school to meet our Executive Headteacher and tour the school. Please contact Susan Riggs, HR Officer at [hr@clapham-manor.co.uk](mailto:hr@clapham-manor.co.uk) or by telephone 020 7622 3919 to arrange this.

We must receive your application by 9am on Monday 24<sup>th</sup> March, shortlisted candidates will receive further information to help them prepare for the next stage in the recruitment process.

We look forward to receiving your application.

Yours faithfully

**John Knight / Hannah Sheehan**  
Co-Chair of Governors

## Key facts about our school

Age Range	3 - 11	
Location	London Borough of Lambeth	
Type of School	Community (Maintained)	
Senior Leadership Structure	Executive Headteacher Head of School Deputy Headteacher Inclusion Leader/SENCo Executive Business Manager	
No. of Children on roll	383	
Staff	Headteacher 37 x Support Staff Pupil : Teacher ratio – 21:1 Pupil : support staff ratio – 18: 1	
Average Class Size	27.2	
% of Pupil Premium	47%	
% of SEN (EHCP & School Supported)	26%	
% of EAL (stages 1-3)	34%	
Attendance	94%	
Persistence absence(<90%)	15%	
Foundation Stage Profile (2024)	Good Level of Development	70%
Phonics Screening Check (2024)	Working at Age Related	70%
Key Stage 1 Results (2024) Working at Expected or Above	Reading Writing Mathematics RWM	78% 66% 74% 62%
Key Stage 1 Results (2024) Working at Greater Depth	Reading Writing Mathematics	30% 12% 18%
Key Stage 2 Results (2024) Working at Expected or Above	Reading Writing Mathematics Spelling, Punctuation, Grammar RWM Combined	76% 72% 85% 83% 69%
Key Stage 2 Results (2024) Working at Greater Depth	Reading Writing Mathematics Spelling, Punctuation, Grammar RWM Combined	30% 22% 35% 48% 15%

# Head of School Job Description



# Job Description

**Job Title:** Head of School

**Salary Range:** L16 - L20 (£81,577 - £88,890 per annum)

**Reporting to:** Executive Headteacher and Governing Body

## Purpose of the post

- To manage the school on a day to day basis.
- Work in collaboration with the Executive Head Teacher to provide leadership for the school which secures its success and continuous improvement; ensuring high quality education for all its pupils and the highest standards of learning and achievement in accordance with statutory requirements.
- Play a major role in formulating the aims, objectives and strategic vision of the school, establishing the key operational and educational policies, systems and practices through which they will be achieved.
- Inspire, challenge, motivate and empower all members of the school community to carry the vision forward; promoting excellence, equality and high expectations and securing commitment and confidence.
- Ensure that provision at the school meets the needs of all learners and reflects the highest standards.
- Manage staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils, ensure longer term sustainability of actions and provide value for money.
- Ensure the school is a safe and secure place for children, pupils and staff.
- Alongside the Executive Headteacher, evaluate the school's performance and accurately evaluate and communicate the effectiveness of the school's provision, identifying areas of improvement and priorities for continuous growth and development.

## Responsibilities

### STRATEGIC LEADERSHIP and SHAPING THE FUTURE

- Work with the Executive Headteacher, school governors and further key stakeholders to create a coherent vision for the school, ensuring it is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision, core aims, agreed objectives and operational plans which will promote and sustain continual school improvement.
- Monitor the impact of identified actions within the development plan and report to the Executive Headteacher accordingly.
- Implement clear, evidence-based improvement plans for the school and identify next steps ensuring clear delegation of tasks and devolution of responsibilities.

- Be responsible, with the Executive Headteacher, for the appointment, retention and deployment of staff and all related personnel issues.
- Ensure strategic planning considers the diverse makeup of the school and the wider community and aims are applied appropriately in the context of the school's unique characteristics and identity.

## **LEADING TEACHING and LEARNING**

- Work in partnership with the Executive Head and school governors to secure and sustain effective teaching and learning throughout the school; monitoring and evaluating the quality of provision and using available data to set priorities for development.
- Ensure that teaching and learning is at the centre of the school's decision making, providing an example of excellence and inspiring and motivating all other staff in order to sustain high expectations.
- Monitor the quality of teaching at the school and enable effective coaching and mentoring strategies which support staff development.
- Challenge under-performance at all levels, ensuring effective corrective action and follow-up.
- Work with the Executive Headteacher to accurately evaluate the quality of teaching and learning overall.
- Administer strategies that secure high standards of child conduct and attendance and support the social and emotional development of all children.
- Implement and monitor positive behaviour management and discipline strategies which contribute to the safety of pupils and secure good teaching, effective learning and high standards of achievement.
- Determine, organise and implement a diverse, flexible curriculum which reflects the context of the school and review provision regularly ensure coverage is broad, balanced and cohesive.
- Ensure assessment systems are effective and accurate in order to facilitate the tracking of pupil outcomes and the effective planning of interventions in order to develop enhanced outcomes and ensure equality for all so that every child makes maximum progress.
- Ensure continuity of provision based on best practice within the school and wider community to enable all children to receive high quality learning experiences and opportunities.

## **SECURING ACCOUNTABILITY**

- To be responsible for the effectiveness of delegated aspects of the appraisal process.
- Ensure the robustness of evidence about the quality of teaching and provision throughout the school and to identify next steps within this.
- Ensure individual staff accountabilities are clearly defined, understood and agreed, with the understanding that they are subject to rigorous review and evaluation.
- Utilise a range of evidence, including national and local benchmarks and own school's performance data to support, monitor, evaluate and improve aspects of school life, including challenging poor performance and identifying educational trends.
- Lead on specific areas of the school development plan, as agreed with the Executive Headteacher, and contribute to the self-evaluation of the school.

- Present to the Governing Board, Local Authority, parents and or carers as well as other key stakeholders, a coherent, understandable and accurate account of the school's performance as required.

## **STRENGTHENING COMMUNITY**

- To be the public face of the school in the community
- Maintain and develop positive relations with the parents and the community which enhance the reputation of the schools and ensure effective working relationships.
- Work with parents and carers to immediately address issues, through enabling systems which encourage access to partnership working.
- Ensure that the work of the school meets the needs of all learners through high quality provision which enhances equality of opportunity and mitigates disadvantage.
- Collaborate with other schools and the wider community in order to share expertise and bring mutual benefits.
- Recognise and champion opportunities for developing a rich and diverse school community, which respects the rights, responsibilities and dignity of all and enhances and enriches the school and its value to the wider community.

## **MANAGING THE ORGANISATION**

- Manage the day to day working and actions of the schools.
- Ensure safeguarding is paramount in all of the school's work and that effective policies and procedures are implemented and monitored consistently in order to protect and safeguard pupils and lead to a strong culture of keeping children safe.
- Ensure that the school and its resources, systems and practices are organised and managed to provide an efficient, effective and secure learning environment.
- Ensure that the range, quality and use of all available financial and human resources are managed effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and ensure that the organisational structure works effectively in order to secure best practice in all areas and all staff are valued as individuals for their actions and work.
- Ensure effective health and safety processes occur across the school environment.
- Manage effective external relationships and marketing and take actions to ensure the school reaches and maintains its published admission number.
- Ensure that the school's environment meets the needs of the curriculum, health and safety regulations and the safety of all children, pupils, staff and visitors.
- Manage and monitor the implementation and effectiveness of a pastoral care system which focuses on the needs of all children.

## **ACCOUNTABILITY**

- The Head of School is accountable to the Executive Headteacher and therefore to the Governing Body for the standards achieved, the conduct, management and administration of the school and are subject to school and Local Authority policies.

- All staff are expected to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- All staff are expected to implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- All staff are expected to take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010 and develop respect for all.

## **SAFEGUARDING**

- The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



# Person Specification

This person specification relates to the requirements of the post as determined by the job description. Please write a personal statement detailing how you meet the criteria below (five areas) and how your examples demonstrate impact.

## Qualifications

1	Honours degree or equivalent	E
2	Qualified teacher status	E
3	Evidence of commitment to continuing professional development	E
4	NQPH/ Leadership and Management Qualification	D

## Professional Experience [show evidence of]

5	Outstanding teaching and curriculum experience	E
6	Understanding and knowledge of budgetary issues including budgetary control	D
7	Recent and relevant leadership experience at a senior level	E
8	Knowledge of principles and practice in education at Primary level	E
9	Successful experience of raising standards for all with measurable outcomes	E
10	Experience of working in collaboration with governors, other educational bodies and the wider community to develop positive relationships	E
11	Evidence of highly developed performance management skills	E
12	Understanding of quality in learning and teaching and how to achieve excellence	E
13	Knowledge of key considerations in effective management and deployment of people and other resources	E
14	In-depth knowledge and experience of Child Protection and Safeguarding procedures	E

## Professional Knowledge and Skills

15	Ability to manage change i.e. national, local and school	E
16	Ability to communicate effectively orally and in writing to a range of audiences	E
17	Ability to think creatively to anticipate and solve problems	E
18	Ability to work with the Executive Headteacher to formulate and implement a development plan for the school and secure commitment to it from others	E
19	Ability to drive improvements and challenge underperformance	E

20	Ability to establish and sustain appropriate structures and systems and monitor them	E
21	Ability to develop and empower individuals and teams and motivate, challenge and influence others to attain higher goals	E
22	Ability to use new and emerging technologies to support improvement	E
23	Ability to deal sensitively with people and resolve conflict	E

### Personal Attributes:

24	Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community	E
25	Positive, enthusiastic outlook embracing change and innovation	E
26	Demonstrate respect and empathy towards others	E
27	Resilience, perseverance and optimism in the face of difficulties and challenges	E
28	Ability to be resourceful and consistently focused on solutions	E
29	Commitment and dedication to social justice, equality and excellence	E
30	Capacity to be flexible, adaptable and creative	E
31	Committed to CPD of self and others within the school	E
32	Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	E

### Other

33	Evidence of a commitment to promoting the welfare and safeguarding of children	E
34	Evidence of promoting, implementing and monitoring equal opportunities across a school	E