

# Appointment of Head of School at Monks Orchard Primary School

INFORMATION FOR APPLICANTS



**Together we can**

Monks Orchard Primary School  
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School \_\_\_\_\_ Monks Orchard Primary School

Salary \_\_\_\_\_ Group 2 L16 - 20 £76,112- £83,426  
(starting salary negotiable, depending on experience)

Contract Type \_\_\_\_\_ Full Time

Contract Term \_\_\_\_\_ Permanent

Closing Date \_\_\_\_\_ 28th February 2025  
Interviews in the week beginning 24th March

Job Starts \_\_\_\_\_ September 1st 2025



# Head of School Required for September 2025

We are seeking to appoint an excellent Head of School, with the vision and commitment necessary to lead and shape the next stage of our school's development.

Monks Orchard is an inclusive 1-form entry primary school serving the diverse community of Shirley, in Croydon, South East London. We are a member of Fairchildes Academy Community Trust (FACT), a small trust with an emphasis on achievement, inclusion and creativity.

Rated as good in our most recent OFSTED, we are looking for an inspirational leader to guide our dedicated staff and to motivate our wonderful children.

## **Our new Head of School will be:**

- Passionate about ensuring our children are able to fulfil their potential in all areas
- Able to demonstrate a proven track record of successful leadership and management
- Strategic in their thinking and collaborative in their working approach
- Committed to our inclusive ethos, putting the safety and wellbeing of the children and the school community at the forefront of all they do
- Articulate in communicating with a range of audiences, and active in developing further the established partnerships between school, home, and the wider community
- Involved in and passionate about all aspects of school life
- Committed to high standards of teaching and learning and the professional development of all staff

## **As Head of School we can offer you:**

- A welcoming school committed to continuing improvement
- A dedicated, skilled and supportive staff team
- Happy and enthusiastic children who enjoy learning
- A fantastic opportunity to be part of a highly supportive and collaborative trust environment, working in partnership with other schools.
- The opportunity to make a difference and bring lasting change to our school.
- Access to NPQs and high-quality leadership development.

Visits from candidates interested in this role are warmly welcomed; we would be delighted to show you around our school prior to your application.

If you would like to visit or discuss the role, school or Trust, before applying, please contact our CEO, Jo Hussey [jh@factrust.org](mailto:jh@factrust.org)

Please e-mail your completed application form with a covering letter to [recruitment@factrust.org](mailto:recruitment@factrust.org)

We are committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced DBS check and references will be taken up before interview. If you believe this job is for you, we would welcome hearing from you.

# About our Trust

FACT (Fairchildes Academy Community Trust) exists to improve education in primary schools. We currently have three schools, all in Croydon. We work in partnership to achieve the best outcomes for our pupils, with all schools sharing similar values. The Trust was formed in September 2014.

As a Trust, we place learning at the heart of all we do. We aim to provide welcoming and stimulating learning environments that will enable our pupils to thrive. To support this aim, leaders and staff in all the schools collaborate closely in order to share and develop best practice across the Trust.

Supporting children with SEND is high on FACT's agenda. We have four enhanced learning provisions (ELPs) within our trust, highlighting our determination to support SEND pupils within our borough.

Working in partnership has many benefits, all of which contribute to improving the quality of the education we can offer our pupils. Our prime aim is to ensure the children in our school communities fulfil their maximum potential whilst in our care.

We recognise that the most effective way for us to improve, individually and collectively, is to nurture a learning culture that accepts that we can always find new ways to be the best we can be. Fundamental to this, is an ambitious and collaborative approach to school improvement.



A strategic aim is to grow the Trust further and we look forward to working with new schools in the future. Financial stability is crucial to this and our staffing and estate resources are managed effectively through robust financial strategic planning.

We have an effective highly skilled Trust Board that ensures high quality leadership and governance across the Trust.



# Within our Trust, all schools strive to achieve:

High quality education for all in safe and nurturing environments

A fully inclusive approach in which all children are equally important

High aspirations for all within a climate of mutual respect



Outstanding teaching and learning across all curriculum areas, ensuring pupils develop a rich breadth of knowledge and understanding in subject areas

A range of learning experiences in creative, physical and performing arts

A wide range of enrichment opportunities for all

The highest standards of behaviour and conduct



# About Monks Orchard

Monks Orchard is a thriving one form entry primary school on the outskirts of Croydon. Judged as good in our last OFSTED, we place learning at the heart of all we do. Within a culture of care and achievement, we aim to develop our children into confident and independent lifelong learners. We believe that with the right support and opportunities, our children can achieve anything.

We have a dedicated staff team who set high expectations for our pupils and work tirelessly to provide our children with an exciting and creative curriculum, tailored to their needs. We believe that working in partnership with parents and the local community will enable our children to develop into great citizens; resilient, sociable and empathic.

Our Trust is committed to the professional learning of all staff and aims to ensure that they have the most up to date knowledge, tools and skills to ensure we can offer our children an education which is both inclusive and relevant.

Our website [www.factrust.org/monksorchard](http://www.factrust.org/monksorchard) offers you a chance to explore some of the great opportunities that children, families and staff experience at Monks Orchard.

Jo Hussey

CEO - FACT



# Job Description

## Monks Orchard Primary School

**Job Description:** Head of School

**Reports to:** CEO

### Main purpose of the job

The Head of School will provide professional leadership and management for the school. They will effectively manage teaching and learning to establish a high-quality educational experience for all pupils and will achieve high standards in all areas of the school's work. The Head of School of Monks Orchard will be an ambassador for the school and the Trust, and will promote and raise its profile in the wider community.

The Head of School must establish a culture that promotes excellence, equality and high expectations of all pupils, staff and stakeholders.

The Head of School, working with others, is responsible for evaluating the school's performance, identifying priorities for continuous improvement, raising standards and ensuring equality of opportunity for all.

The Head of School will be accountable to the CEO, local governing body and the Trust Board through reporting progress and performance of the school and ensuring it is managed and organised to meet its aims and targets

### Key Responsibilities

- Create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school and wider community.
- Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (moral, physical, spiritual and social as well as academic).
- Day to day responsibility for systems, procedures, communications, organised events and resource deployment at Monks Orchard.
- Seek ways to improve educational and organisational effectiveness throughout the school.



## **Leading Teaching and Learning**

The Head of School has a central responsibility for raising the quality of teaching and learning and for pupil's achievement.

Under the overall direction of the CEO, they will:

- Be responsible for academic progress, personal development and support of all pupils.
- Ensure that the curriculum is broad and balanced, is informed by current knowledge and best practice, and provides entitlement for individual pupils, meeting their learning needs.
- Ensure that individual progress is regularly assessed, recorded and reported. Use this information to improve teaching and learning, to motivate pupils, inform parents and to aid the Academy Committee in their strategic oversight of the school.
- Ensure effective progression of pupil's achievement is maximised through close working with school leaders, teachers and support staff.
- Monitor, evaluate and review classroom practice; celebrate and promote excellence; challenge under performance at all levels and ensure appropriate action.
- Ensure creativity, innovation and the use of appropriate new technologies.
- Implement strategies that secure high standards of behaviour and attendance.
- Ensure a strong commitment to inclusion and take a leading role in the development, organisation and implementation of policy for the personal and social development of pupils, including pastoral care and guidance.
- Provide guidance and support to staff to ensure that statutory and school policies are being followed.
- Provide a range of extra-curricular activities to engage all pupils.

## **Managing the Organisation**

The Head of School provides effective organisation and management of the school and seeks ways of improving organisational structures and functions based on rigorous self-evaluation.

Under the overall direction of the CEO, they will:

- Ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school.
- Ensure that policies and practices take account of national and local circumstances and initiatives.
- Recruit, retain and deploy staff appropriately to achieve the vision and goals of the school.
- Ensure the school's environment is managed effectively and efficiently to ensure it meets the need of the curriculum and health and safety regulations.
- Ensure that arrangements for safeguarding of pupils are in place.

## **Leadership of self and others**

The Head of School must have effective relationships and communication skills. They are expected to treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture that enables all to achieve.

Under the overall direction of the CEO, they will:

- Provide dynamic, consistent and motivational leadership for all staff, ensuring the successful delivery of the vision, aims and objectives of the school.
- Set high standards and expectations for personal, pupil and staff behaviours and actions.
- Ensure that Performance Management and Appraisal processes for all staff are robust, fit for purpose and effective in raising the quality of teaching and learning.
- Develop a culture of sharing best practice across all teachers.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks.
- Recruit, induct and develop teaching and non-teaching staff, including arrangements for CPD.
- Regularly review own practice, set personal targets and take responsibility for own development, reflecting on personal contribution to school achievements and taking feedback from others.

## **Accountability to the school community**

The Head of School has a responsibility to the whole school community. In carrying out this responsibility, the Head of School is accountable to a wide range of groups, particularly pupils, staff, parents, carers, the Academy Committee and directors.

Under the overall direction of the CEO, they will:

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including directors, governors, parents and carers.
- Work with the Trust Board and governing body to enable them to meet their responsibilities.
- Collaborate with other schools to share expertise and bring positive benefits to their own and other schools.
- Maintain a current knowledge of best education practice through collaboration and communication.
- Maintain and develop effective communications and links with parents and carers, providing positive responses to concerns and problems regarding their children's educations and well-being.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school.

The Head of School will ensure that the school meets its commitment to safeguarding and the promotion of welfare for the children in its care by ensuring the relevant policies and procedures are in place, with regular monitoring, review and revision.

This job description does not constitute a complete description of duties. The Head of School shall carry out the professional duties of a school teacher as set out above but not restricted to them. The post-holder will be required to undertake other duties in keeping with their role as may reasonably be required by the CEO.



# Personal Specification

The personal specification for the role of Head of School combines a record of successful leadership and sustainable school improvement with flair and a determination to succeed. Candidates should provide evidence for all of the essential criteria.

*A = Application Form*

*I = Interview*

## 1. Qualifications and Experience

Requirements	Essential	Desirable	Source
Qualified Teacher Status	X		A
Degree	X		A
NPQH or working towards		X	A
Substantial continued professional development in relevant management	X		A
At least three years' relevant and recent proven success in a leadership role as Head or Deputy Head in a Primary School	X		A
Substantial and successful experience of monitoring and evaluation, target setting, and school improvement planning	X		A
Substantial experience working with pupils with SEND	x		A

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Experience of delivering effective innovations in curriculum and pedagogy	X		A
Understanding of school self-evaluation, it's link with school improvement and the Ofsted Inspection process	X		A
Experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school	X		A
Experience in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	X		A
Experience in applying strategies to review, evaluate and improve teaching and learning	X		A
Experience of monitoring staff performance	X		A
Up to date knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures.	X		A
Evidence of substantial and successful primary teaching experience	X		A
Experience of working constructively with parents/carers	X		A

## 2. Skills and Knowledge

Requirements	Essential	Desirable	Source
Knowledge of assessment and the use of data to monitor and raise standards	X		A/I
Ability to manage and develop a culture of high expectations and appropriate challenge and lead by personal example	X		A
A clear vision of how to challenge staff underperformance at all levels	X		A
Knowledge of varied approaches to learning	X		A/I
Knowledge of current national education policy and strategy	X		A/I
IT skills to manage the requirements of the post with confidence	X		A/I
Understanding of the Head's role in developing and maintaining effective relationships with the Academy Committee (governors), board of trustees, the local authority and external agencies.	X		A
Ability to organise, prioritise and delegate well	X		A/I



### 3. Personal Qualities

Requirements	Essential	Desirable	Source
Be a positive role model at all times, a highly effective and respected representative of the school and the Trust.	X		A/I
Be articulate with excellent interpersonal skills both verbally and in writing	X		A/I
A high profile and a professional approach that will gain the confidence, trust and respect of the staff, pupils and wider community	X		I
Commitment to promoting the highest standards of behaviour, learning and attainment for our pupils	X		A
Team player and genuinely committed to team building	X		A
Resilient, reliable under pressure, and a good sense of humour	X		A/I

