



# Head of School



# About the School



# Letter from Chair of Governors

Thank you for your interest in the Head of School role at Rotherfield Primary school. We are delighted that you are considering our school as the place to continue your career and invite you to read our application pack and visit at your convenience.

The Governing Body is excited to offer this rare opportunity to appoint a new Head of School to lead our successful, happy and creative school. We are looking for a Head of School who will remain committed to developing our ethos and vision, ensuring that each pupil is valued, respected and treated as an equal; someone who will build on the strong foundations and team work already created within Rotherfield and our federated community.

The Governing Body is looking to recruit an exceptional leader who is able to communicate with our community at all levels and lead a team of engaged and enthusiastic staff. The well-being of our children and staff is at the centre of everything we do. Our Head of School will

know our children well and be visible to the whole Rotherfield community. They will not only be committed to our children's educational achievements but ensure they are well equipped to live in the modern world.

As part of a recently formed federation you will lead Rotherfield as it continues its journey of development working alongside the experienced Executive Head Abi. As a partnership of schools you will have opportunities to collaborate with the wider team at Newington Green as we aim to provide all learners with:

- A rich and well-balanced curriculum offer, with enriching experiences
- High outcomes for all pupils
- Ensuring that all children, regardless of circumstance, achieve well
- Meeting children's individual needs through a nurturing ethos

We would like to invite you to visit the school before the interview dates so you can meet our team and see our school in action.

Donna Shah

Chair of the Federated Governing Board



# Welcome from Executive Headteacher



## Dear Aspiring Head of School,

I am delighted that you are reading this letter!

This means you are interested in finding out more about leading our very special school.

This role becomes vacant as Jo, the current Head of School, has decided she would like to step down from her role. Jo has led improvement with great commitment post the previous head leaving in 2016, and

through the COVID pandemic, but she feels Rotherfield needs someone else at the helm to drive the school forward in its next stage of development.

In this role you will be supported by me in my role as Executive Head, and by your peer Head of School at Newington Green, Maired. There is also a stable and committed wider leadership team across the Federation, who love working together and have fun doing so!

You will likely be a senior leader working in a challenging primary setting. You may be an Assistant Head, or Deputy Head. The Governing Board would be open to applications from a wide variety of applicants, if you have a passion to be the sort of leader Rotherfield needs.

We will have high expectations of you, but in turn you will have high expectations of us, in terms of support and teamworking.

Rotherfield needs a Head of School who:

- Will be an inspiring leader, brave in driving change
- Will set high standards, and hold staff and pupils to those standards
- Will be highly organised, and systematic in their ways of working
- Will further improve outcomes for pupils, and maintain a rich curriculum
- Has high levels of emotional intelligence, and manage relationships with others well

If you would like to know more, please do not hesitate to get in touch via the school office to book a Microsoft teams call, phone call or visit.

I would love to meet you!

**Abi Misselbrook-Lovejoy (Executive Head)**

# About Rotherfield School

**Rotherfield** is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

We were rated good at our last inspection (February 2018) and are working hard to improve further. Rotherfield has an established partnership with another Islington School (Newington Green). The Governing Board Federated in July 2022, following 5 years of working together. Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a

collaborative network called Futurezone. We love working together to improve things for our children!

<http://futurezone.org.uk/>

We have the following staff working across both schools: Home School Worker, Music Specialist, Premises Manager, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm, and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We have further plans to develop our playground and children's toilets soon.

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.



<http://www.rotherfieldprimaryschool.co.uk/>

# What makes Rotherfield special?

## Stunning learning environment for children

We have been working on a classroom refurbishment programme, which is now complete. All rooms have bespoke storage walls, new interactive screens, wifi capability, bespoke furniture and matting. This means our classrooms are great places to learn! We have a refurbished Sports Hall, a beautiful performing arts space with tiered seating, a computing suite, and an Arts/Music Studio.

The school provides an inspirational learning environment for children, demonstrating our high expectations of what they can achieve.

We have a new sports pitch for outdoor play and PE.

## Small class sizes

The average class size at Rotherfield is 23. Almost like a private school!



## Subject Specialist staff

Our children are lucky to have 4 specialist staff working with them every week. Specialists like ours are only usually available in private schools, but through working in partnership with Newington Green we can share the cost of such amazing specialist staff.

We offer specialist teaching in computing, music, PE and Spanish. The quality of this teaching has been observed as outstanding by School Improvement Professionals.

## Rotherfield out and about programme

We believe our children should have access to all the opportunities that are available to other children! We have designed our out and about programme so that by the time children leave us in Y6 they would have had a rich experience of cultural trips and visits throughout their time at Rotherfield. For example trips to the opera, ballet, residential outward bound trips, museums, galleries, sports venues etc.

## Rotherfield Team

Our staff team are wonderful! Many visitors and parents over the years have commented on the commitment and warmth of staff. Our school staff work as a team to deliver the very best education for your children. You will find us friendly, funny and united in that aim!

# Why do staff work here?

## Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE and Maths; ultimately becoming part of the Senior Leadership Team as a Deputy Head.

The school has a very special community feel, and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing board who really care about the school.

Most of all, the children are wonderful and I consider it a privilege to work at Rotherfield Primary School.



## Janet - Both Newington Green and Rotherfield staff member

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the Federation. Teaching every child in two schools every week requires a lot of energy and meticulous organisation but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn. When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!

## Janet





# About the Role





## Head of School

We are ambitious, have high expectations and a genuine passion for education. And we have the rare opportunity for an experienced Assistant or Deputy Head to step up to the Head of School role and grasp the opportunities Rotherfield offers.

In this role you will be supported by an experienced Executive Headteacher, and an experienced peer Head of School, at our sister school.

### We are seeking a person who:

- Will be inspirational and fearless in driving change;
- Will set high standards, and hold staff and pupils to those standards;
- Will be highly organised, and systematic in their ways of working;
- Will further improve outcomes for pupils and maintain a rich curriculum;
- Has high levels of emotional intelligence, and can manage relationships with others well.

### In return we can offer you:

- A stable Federation leadership team, who work hard, are committed, and have fun together;
- Working within a community school, with diversity at its heart, and a commitment to a full rich curriculum;
- A beautiful, newly refurbished school building;
- Working with a team of 8 staff across the Federation, including subject specialists in computing, Spanish, PE and Music;
- Access to high quality CPD through our local authority and our Futurezone Partnership;
- A Governing Board supportive of staff wellbeing.

### Visits and application

Visits to the schools are an expectation for a role at this level; please contact the school office to arrange a time. Our Executive Head, Abi, is happy to talk to any

candidates about the role - please contact the schools to arrange a discussion.

- Apply online at [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs)
- Closing date for applications: midnight, Sunday 16 April 2023
- Shortlisting: 18 April 2023
- Selection process: 3 and 4 May 2023

***Rotherfield and Newington Green Primary Schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful, candidates will be required to complete an enhanced DBS disclosure and a childcare declaration.***

**Required for September 2023 start**

**Salary L15 to L21 £70,934 - £80,862 per annum, with Teachers Pension Scheme**

**Islington, London**

# Job Description

## Head of School

Rotherfield Primary School is now formally in a federation with Newington Green primary, having worked collaboratively with Newington Green for 6 years.

This job description is based on the key areas identified in the National Standards for Headship published by the Department for Education and Skills (October 2004).

The Executive Head Teacher and the governors acknowledge the importance of the role of the Head of School and will actively offer long term support, encouragement, CPD and realistic challenge to the successful candidate.

Rotherfield Primary School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and then ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

## SHAPING THE FUTURE

The Head of School will ensure that their leadership demonstrates commitment to promoting and developing the existing good practice through the search for excellence in all areas of its work.

### Main tasks / actions

- Work within the federation to articulate and promote an educational vision and values for Rotherfield Primary School which take account of the school's vision and of the diversity, values and experiences of the school and the communities it serves.
- Share this vision and the related values with all members of the school community, securing their understanding and commitment to acting upon them effectively.
- Model the vision and values in everyday work and practice.
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement.

- Motivate and work with others to create a shared culture and a positive climate consistent with the agreed educational vision and values of the School.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

## LEADING LEARNING AND TEACHING

The Head of School leads a learning community; search for excellence is given expression in learning and teaching which recognise pupils' individual worth, and embed ambition. The Head of School will lead the school community in promoting positive attitudes to learning amongst pupils and staff.

### Main tasks / actions:

- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school wide focus on pupils' achievement which reflects the agreed vision and values,



# Job Description

using data and benchmarks to monitor progress in every child's learning.

- Lead in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching in line with the school's agreed educational vision and values, which are embedded in a culture and ethos of challenge and support where all pupils can become engaged in their own learning and achieve success.
- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole community.

- Implement strategies which secure high standards of behaviour and attendance and which reflect the school's agreed values in their response to the needs of vulnerable individuals.
- Determine, organise and implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up. Ensure HR procedures are robustly managed, so that timely and effective intervention take place.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.



## DEVELOPING SELF AND WORKING WITH OTHERS

The Head of School's relationships with pupils, parents/carers, governors and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. He/she will recognise and act upon their own potential for growth and that of others.

### Main tasks / actions:

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the School's agreed vision and values. Manage conflict effectively, seeking positive outcomes.

# Job Description

- Build a collaborative learning culture within the school community and actively engage with other schools, especially the federated school, to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for him/herself and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review their own practice, set personal targets and take responsibility for their personal development.

- Give and accept support from colleagues, governors and the Local Authority.
- Have regard for the well-being of themselves and others, managing their workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.



## MANAGING THE ORGANISATION

In Partnership with the Executive Head Teacher, the Head of School is responsible for ensuring that key principles and priorities for the school are evident in its organisation and management.

### Main tasks/actions:

- Have responsibility for the day to day running of the school.
- Create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives and of Local Authority priorities.
- In partnership with the Executive head Teacher manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately, managing their workload to enable achievement of the vision and goals of the school.



# Job Description

- Implement successful and robust performance management processes with all staff.
- Manage and organise the school's environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the distinctive characteristics of a fully inclusive community school.
- 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 and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

## SECURING ACCOUNTABILITY

The Head of School accounts to the Executive head Teacher, governing board, parents/carers and the school's community for the fulfilment of the school's vision and its educational success.

## Main tasks / actions:

- Work with the governing board, enabling it to meet statutory responsibilities by giving objective professional advice and regular accounts of the school's progress.
- Develop systematic and rigorous procedures for school self-evaluation which are appropriate and enable everyone to work collaboratively, share knowledge and understanding, celebrate success, accept responsibility for outcomes and use the outcomes of evaluation to further improve the school.
- Ensure that all available data are used to identify strengths and weaknesses of the school and to inform planning for improvement.
- Ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.

- Participate in arrangements for review of his/her performance, reflecting on his/her personal contribution to school achievements and taking account of feedback from others.



## STRENGTHENING COMMUNITY

In Partnership with the Executive Head Teacher, the Head of School is responsible for the vision of the school to the local and wider community and beyond. He/she will collaborate with the federated school and beyond, as well as with the wider educational system, for the benefit of their own community and others.

# Job Description

## Main tasks / actions:

- Ensure that effective strategies, systems and support are in place to ensure the safeguarding of children and young people in the school and co-operate and work with relevant agencies for the protection of children.
- Act as the public face and main advocate of the school, representing effectively its interests and those of the pupils.
- Build a school culture which takes account of the richness and diversity of the communities served by the school and of the global community.
- Enable pupils to develop an understanding of their responsibility to others and provide the means for them to respond positively to this.
- Create and implement positive strategies for promoting understanding that everyone is equal, and in particular for challenging racial and other prejudices and for dealing with racial harassment.
- Ensure the provision of learning experience is high quality and enriching.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite stakeholders (parents and carers, community figures, businesses and other organisations) into the school to enhance and enrich the school and its pupils and their value to the wider community.
- Engage in dialogue with all stakeholders to build partnership and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of their views.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.



The range of responsibilities listed above is not exhaustive and is subject to change at the discretion of the Executive Head.

## Main areas of strategic focus in the role:

- Day to day management of the school, communication with carers, pupils and staff.
- Leadership of the curriculum with Federated Head of School colleague, and leadership of teaching, learning and standards at Rotherfield.
- Line management of the Assistant Heads(1 EY/KS1, one KS2), and Deputy Head (SENCo/DSL).



# Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• (desirable) National professional qualification for headship (NPQH)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful leadership and management experience in a school, within a challenging context for at least 3 years, at at least Assistant Head level</li><li>• Teaching experience (evidence of being an exceptional class room practitioner), ideally across a variety of primary year groups</li><li>• Involvement in school self-evaluation and development planning</li><li>• Demonstrable experience of successful line management and staff development, including appraisal</li><li>• Demonstrable experience with HR processes: absence, disciplinary, appraisal etc</li><li>• Highly systematic, with exceptional personal organisation strategies</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li><li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li><li>• Ability to manage diverse relationships with variety of stakeholders</li></ul>

# Person Specification

CRITERIA	QUALITIES
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Understanding of school finances and financial management</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li><li>• Ability to use technology well to support the school vision</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to uphold the 7 principles of public life (the Nolan principles) at all times</li><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li></ul>



Selection process



# Selection process and how to apply

## Application Deadline

Completed application forms must be received by midnight, Sunday 16 April 2023. A personal statement of no more than 1000 words will be required for the application process.

## To apply

Please apply online at [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs). If you need any assistance, please contact Krasi Toneva, Recruitment Manager at [krasi.toneva@islington.gov.uk](mailto:krasi.toneva@islington.gov.uk) or 078 34 808478.

## Contact and school visits

Visits to the school are an expectation for a role at this level; please contact the school office on 020 7226 6620 to arrange a time. The Executive Head, Abi, is happy to talk to any candidates about the role - please contact the schools to arrange a discussion.

## Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders and Governors. Shortlisted candidates will be notified immediately after shortlisting has taken place on 18 April 2023 and will be provided with further information on the selection process.

We are planning the selection process to take place on 3 and 4 May 2023. The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

## Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

## References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The post will be offered subject to satisfactory completion of pre-employment checks.

# Head of School



## **Rotherfield Primary School**

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: [admin@rotherfield.islington.sch.uk](mailto:admin@rotherfield.islington.sch.uk)

[www.rotherfieldprimaryschool.co.uk](http://www.rotherfieldprimaryschool.co.uk)

Executive Headteacher: Abi Misselbrook-Lovejoy



**Rotherfield**  
Primary School