
SELSDON PRIMARY SCHOOL

Head of School Recruitment



Painting by Year 6

SELSDON PRIMARY SCHOOL
Addington Road,
Selsdon
South Croydon
CR2 8LQ
020 8657 4038
admin@selsdonprimary.org.uk
selsdonprimary.com



VISION

Caring, learning, aspiring, succeeding.



MISSION

To create an engaging, productive and safe environment that challenges stereotypes and promotes independent learners through a wide range of opportunities and an innovative learning environment.



CORE VALUES

Safety: The safety of our school community is the cornerstone upon which we build our success. We are committed to building safe, caring and compassionate relationships which are the foundation for effective teaching and learning.

Community: We believe that teamwork is a powerful asset and that each team member brings their own expertise and experience. Together, we are committed to creating an environment that fosters teamwork, respect, integrity, and openness to innovation and new ideas.

Opportunity: We aim for excellence for all, by providing a wide range of opportunities that empower children to achieve to the highest standards.

Resilience: We believe that our pupils need to be able to respond confidently to the changes or uncertainties they may face in their lives. Through encouraging the development of self-motivation, determination, personal well-being as well as broadening knowledge as part of our broad and varied curriculum, we aim to ensure that our children can overcome adversity.

Equality: Inclusion is at the heart of our core values. Above all we are a respectful community that celebrates diversity, united in a common purpose. We respect each other's abilities to work toward that purpose. We believe that our diverse population is one of our greatest strengths. Equality of opportunity is at the core of everything we do.

WELCOME

Dear Applicant,

We are delighted that you are considering applying for the post of Head of School at Selsdon Primary School. We are very proud of our school, its warm and dedicated staff and lovely children.

We hope that you take the time to have a look at our school website selsdonprimary.com and get a sense of what goes on in our classrooms via the year group blogs.

Selsdon Primary is partnered with Heavers Farm Primary School to form a federation. We have been working together successfully since 2013. We offer a lot of outdoor space and a range of after school clubs, along with childcare provision before and after school. With 406 pupils on roll, we are rich in diversity with nearly two-thirds from minority ethnic backgrounds and a quarter of our children speaking English as an additional language. We firmly believe that this rich mix contributes directly to our special atmosphere. We have an active Parent Teacher Association.

Our Governing Body is committed to seeking a Head of School who will focus on delivering high quality education under the leadership of the Executive Leadership Team. The challenge for our new Head of School is to build on the continuing improvements we are delivering and to ensure that when the school is next inspected, we continue to be judged to be at least good.

We warmly invite all applicants to visit the school. Please contact the school office admin@selsdonprimary.org.uk to arrange an appointment.

Thank you again for your interest in becoming Head of School at Selsdon Primary School. We look forward to receiving your application.

With best wishes,

Susan Papas
Executive Headteacher

INFORMATION FOR APPLICANTS

Selsdon Primary School

Required: September 2022

Closing Date: 9.00am on Friday 29th April 2022

Interviews: Friday 6th May 2022 (*provisional date*)

JOB DESCRIPTION: HEAD OF SCHOOL

Location: Selsdon Primary School

Reporting to: Executive Headteacher and Deputy Executive Headteacher

Grade: Leadership Pay Spine (Range Outer London L15-19 = £62,926 - £69,087)

Post: This post is full time and is non-class based.

MAIN PURPOSE OF THE JOB

The Head of School will promote and support the vision and direction of The Federation of Heavers Farm and Selsdon Primary Schools by providing the day-to-day leadership of one of the schools, that will enable it to build success and provide high quality education for its children. The Head of School has responsibility for the leadership and management of one of the schools on a day-to-day basis. To manage the leadership group and is the first point of contact for all stakeholders and external agencies in all matters relating to the school. The Head of School of The Federation of Heavers Farm and Selsdon Primary Schools will be an ambassador for both of the schools and will promote and raise their profile in the wider community.

The Executive Headteacher and Deputy Executive Headteacher have overall and strategic responsibility for The Federation of Heavers Farm and Selsdon Primary Schools and will support and advise the Head of School. They are the line manager for the Head of School.

KEY RESPONSIBILITIES

The Head of School will continue to raise standards of achievement, be responsible for all day- to - day management of the children, staff, adult users, resources and building to promote and secure the achievement and well-being of all children and adults. The Head of School will work with the Executive Headteacher, Deputy Executive Headteacher, school leadership team and Governing Body to provide an environment in which all staff and children are enabled to achieve success and to build towards achieving their potential.

In order that this is achieved the Head of School will have a key part in ensuring the effective management of children's behaviour by actively promoting good behaviour, supporting staff and parents in promoting good behaviour in all children and ensuring that all children and adults are enabled to succeed in school without hindrance or disruption.

The Head of School will be responsible on a day-to-day basis for the internal organisation,

management, and control of one of the schools within the Federation. In carrying out their duties the Head of School will consult and liaise with and work in partnership with the Executive Headteacher and Deputy Executive Headteacher. He/ she will consult, as appropriate, with the Local Authority, the Governing Body, the staff, the pupils and the parents and carers of its pupils.

Staff are seen as the major resource in achieving the school's success. The Head of School therefore has the major role of effectively managing, encouraging, developing and supporting staff and actively and visibly demonstrating his / her responsibility towards them. The Head of School will be closely involved with the Executive Headteacher in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

VISION, DIRECTION AND DEVELOPMENT

The Head of School will:

- Support the Executive Leadership Team in developing and sharing the vision and direction of The Federation of Heavers Farm and Selsdon Primary Schools.
- Support the Executive Leadership Team in developing both strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes
- Work with the leadership team, staff and governors to rigorously evaluate progress towards targets and outcomes
- Support the Executive Leadership Team in ensuring that all school policies are regularly reviewed and updated and that staff and governors are involved in this process
- Advise and support staff and governors in policy development and implementation

TEACHING AND LEARNING AND INCLUSION

The Head of School will:

- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at The Federation of Heavers Farm and Selsdon Primary Schools.
- Ensure that statutory requirements for the National Curriculum are met. and that all children are enabled to access a broad, balanced and relevant curriculum
- Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing needs.
- Give priority to developing high quality teaching and learning across the school
- Ensure that a system for monitoring and developing the quality of teaching and learning is in place
- Ensure that there is an effective system for assessing, recording, and reporting of children's progress
- Encourage new developments in the curriculum and capitalise on local and national initiatives
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others
- Implement and keep under review a fair and effective school discipline policy which protects the rights of all users to a safe and harmonious learning and working environment

LEADING AND MANAGING STAFF

The Head of School will:

- Liaise with the Executive Leadership Team and governors in the recruitment and selection of teaching and support staff
- Effectively manage the day-to-day deployment and performance of all staff
- Support the Executive Leadership Team in carrying out the requirements for Performance Management
- Support the Executive Leadership Team and governors in creating and maintaining good working relationships amongst all members of the school community
- Motivate and support staff by identifying and addressing areas for development and building on their strengths
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encourage and model initiative, teamwork and working in partnership
- Develop and strengthen leadership across the school

EFFICIENT USE OF RESOURCES

The Head of School will:

- Work with the Executive Leadership Team and the Governing body on setting and using the school budget to deliver a quality education and to meet the objectives of the School Development Plan
- Manage the agreed budget on a day-to day basis ensuring effective administration and control and value for money
- Monitor the budget and with the Executive Leadership Team make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all
- Support the Executive Leadership Team in securing additional and sufficient resources for the school.

ACCOUNTABILITY

The Head of School will:

- Work with the Executive Leadership Team to ensure that all adult users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work closely with the Executive Leadership Team and with the Chair and members of the Governing body as appropriate and build and sustain a positive working relationship
- Provide information, advice and support to the Executive Leadership Team and to the Governing Body based on a well-grounded and practical knowledge of the school on a day-to-day basis
- Work with the Executive Leadership Team to ensure that the school staff and governors collect and receive and use performance data to support school improvement and raised levels of achievement
- Work with the Executive Leadership Team to update the Self Evaluation Form (SEF) and collect evidence to support judgments made in evaluating the school's success
- Keep parents and carers informed about their child's attainment and progress and supported

in understanding how they can contribute to supporting their child's learning

WORKING WITH OTHERS

The Head of School will:

- Develop and encourage working partnerships with parents and carers
- Develop and encourage good relations between The Federation of Heavers Farm and Selsdon Primary Schools and the local community
- Develop and encourage good relations between The Federation of Heavers Farm and Selsdon Primary Schools and any other schools working in partnership with the Federation.
- Develop and encourage an effective partnership with the community of The Federation of Heavers Farm and Selsdon Primary Schools drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively.
- Encourage inter-school links and events of mutual benefit to The Federation of Heavers Farm and Selsdon Primary Schools and the children in other schools linked with the Federation.
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Care and other professionals

PERSON SPECIFICATION – HEAD OF SCHOOL

We consider the following criteria as **essential (E)** and **desirable (D)**:

KEY QUALIFICATIONS

- Qualified Teacher status. **(E)**
- A recognised honours degree or equivalent. **(E)**
- Qualified to work in the UK. **(E)**
- Evidence of recent, relevant professional development. **(E)**
- Masters level degree qualification. **(D)**
- NPQH achieved or underway. **(D)**

VISION AND STRATEGY

- Open and deep passion for education and a belief that every child can learn and achieve. **(E)**
- Vision and values aligned with the Federation's high aspirations and high expectations for children, staff and families. **(E)**
- Ability to meet national standards for headteachers. **(D)**

LEADERSHIP

- Ability to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction. **(E)**
- Ability to engage and inspire all pupils with a sense of the intrinsic joy of learning and their own ability to succeed. **(E)**
- Ability to develop innovative and creative strategies to secure outstanding learning and progress for every child. **(E)**
- Ability to lead staff and model skilled support for children exhibiting challenging behaviour. **(E)**
- Strong organisational skills and the ability to delegate to others and hold them to account for outcomes. **(E)**

PERSONAL CHARACTERISTICS

- Excellent critical thinking skills, intellectual curiosity and rigour. **(E)**
- Deep commitment to working with others. **(E)**
- Highly approachable, very grounded and able to make sensible judgements. **(E)**
- Strong interpersonal, oral and written skills. **(E)**
- Personal resilience and determination in a context of intense levels of challenge. **(E)**

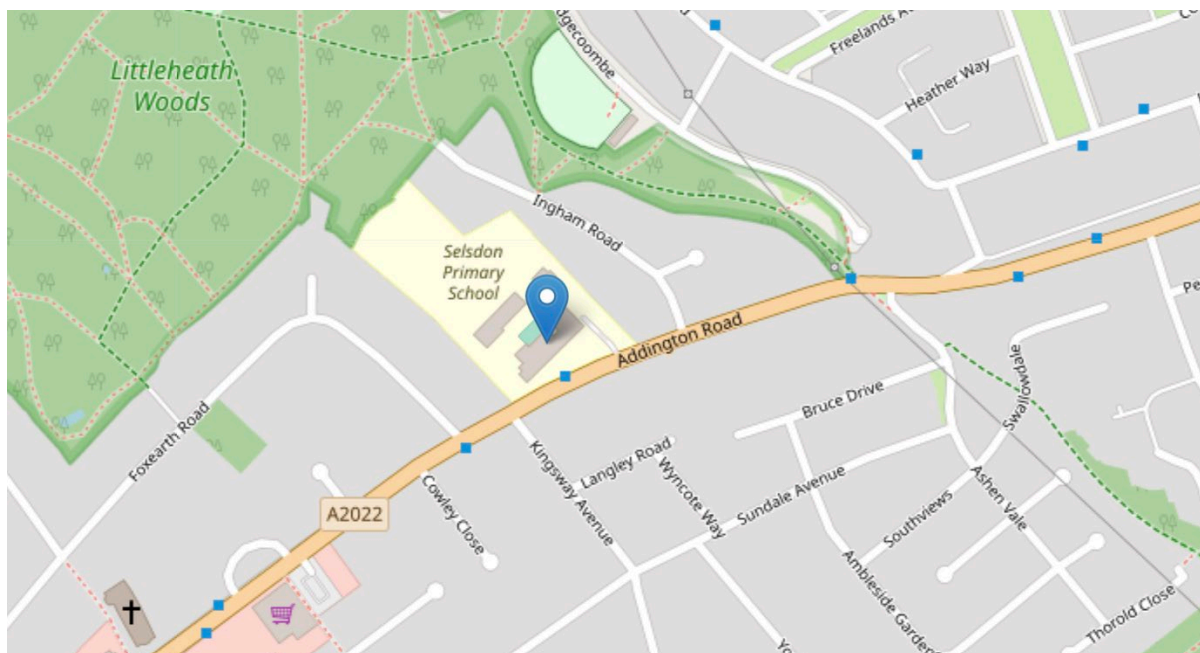
SAFEGUARDING

- This post is subject to an enhanced DBS.
- The post holder must be committed to safeguarding the welfare of our children.

The Federation of Heavers Farm and Selsdon Primary Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Appointment will be dependent upon further health, medical and attendance checks.

HOW TO FIND US



By Bus: 64 stops right outside the school.

By Train: To East Croydon, then take the 64 bus.

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