



The Highway Primary School Head of School Recruitment Pack

Autumn 2021



South Orpington Learning Alliance Multi-Academy Trust
Tubbenden Primary School
Sandy Bury
Orpington
BR6 9SD
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Dear Applicant,

Head of School Post

We are delighted that you are interested in applying for the post of Head of School at The Highway Primary School.

We are looking to appoint an excellent senior leader who will build on our successes and be instrumental in helping to shape the future of this school.

The role of Head of School is new to The Highway Primary School and alongside the Executive Headteacher the role will offer the school and its children further depth and range to its leadership.

At The Highway Primary School we have a cohesive and committed group of professionals with an excellent mixture of experience and youth. The Trust believes strongly that our children are entitled to the very best education possible so that they are well prepared to succeed in their future lives.

We wish to appoint a Head of School who shares the vision of the Trust and is ambitious for the school and most of all, for our children. This is a brilliant opportunity for a person with significant senior leadership experience to develop their own skills and experiences further as well as offering inspirational leadership to the school.

The Trust are seeking to appoint someone who is aspirational for themselves and for the children, who has high expectations and is able to model the very best practice, as well as develop staff professionally to deliver excellent outcomes. The person appointed will be creative and able to think and plan strategically.

Visits to the school are encouraged. If you would like to arrange a visit please contact Linda Vineall, SOLA HR Administration Lead, at linda.vineall@solamat.co.uk to make arrangements.

We look forward to receiving your application form. Your application should address the job specification and arrive before midday on Wednesday 6th October, 2021 (12.00 noon). Interviews will take place on Thursday 14th October, 2021.

Best wishes

A handwritten signature in black ink, reading "James Turvey". The signature is written in a cursive, flowing style with a large initial 'J'.

James Turvey

Chief Executive Officer

THE SOLA MISSION

SOLA is a family of schools committed to the pursuit of excellence for our pupils. We recognise our responsibility to play a central role within our community, and to continually improve, together.

THE SOLA VISION

Is for every child in SOLA schools to be included, to know that they are important and to acquire and develop the tools, character and values that will enable them to be happy, to contribute, and to thrive throughout their lives.

THE SOLA CHARACTERISTICS AND VALUES

The characteristics and values that mean most to us and that we will promote are kindness, curiosity, honesty, respect, inclusivity, responsibility and resilience.

SCHOOL CONTEXT

The Highway Primary School is a one-form entry mixed-ability school in Orpington, SE London. There are 213 pupils on role. Further context/pupil background:

- The Highway is smaller than average, and is over-subscribed.
- Approximately 17% of our pupils are disadvantaged, and the school deprivation indicator is around the national average (3rd quintile).
- A growing number of pupils require SEND support (17.6%), and the percentage of pupils with an EHCP is also growing (2.3%).
- Around 27% of pupils are from minority ethnic backgrounds (with an increasing trend) and 6% have English as an Additional Language (EAL).

The Highway Primary School became part of the SOLA Multi-Academy Trust in 2016, and is the lead partnership school for Teach London South East, a School Direct Teacher Training Programme, provided by TES. Within the partnership there are eleven schools across the Bromley and Croydon Boroughs.

SUMMARY OF SELF-EVALUATION and OFSTED JUDGEMENTS

	Current School Self-Assessment		Ofsted	
			2018 (S ⁸)	2015 (S ⁵)
Overall Effectiveness	Good	2	2	2
Quality of Education	Good	2		2*
Personal Development	Good	2		2*
Behaviour and Attitudes	Good	2		2*
Leadership and Management	Good	2		2*
Early Years and Foundation Stage	Good	2		2*

**Ofsted categories differed in 2015 but are comparable*

Job Description: Head of School

Location: The Highway Primary School

Reporting to: Executive Headteacher

Grade: Salary Leadership Pay Spine Range L12 to L18

This post is full time and is available from January 2022 or April 2022 (subject to circumstances).

The Head of School role is based at one school but works for the South Orpington Learning Alliance Multi-Academy Trust.

Main purpose of the job:

The Head of School will promote and support the vision and direction of The Highway Primary School by providing the day-to-day operational leadership that will enable it to build success and provide high quality education for its children. The Head of School has leadership and management of the school on a day-to-day basis, will manage the leadership of the school and is the first point of contact for all stakeholders and external agencies in matters relating to the school's teaching and learning. The Head of School of The Highway Primary School will be an ambassador for the school and will promote and raise its profile in the wider community.

The Executive Headteacher has overall and strategic responsibility for the academy and will support and advise the Head of School.

As a senior leader within the Trust, you may be required to work at other academies within the Trust.

This job description should be read alongside the range of duties and responsibilities of Headteacher set out in Part 9 of the annual Teachers' Pay and Conditions Document.

1. Shaping the Future

1.1 To work with the Executive Headteacher, Governors and the school community to refine the vision for the school so that it is clearly articulated, shared, understood and acted upon effectively by all

1.2 To work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement

1.3 To promote excellence, equality of opportunity and high expectations of all staff, pupils and stakeholders

1.4 To ensure that strategic planning takes account of the diversity, values and experience of the school and community at large

2. Leading Learning & Teaching

2.1 To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning and assess the need for intervention as soon as problems arise

2.2 To nurture the development of challenge based learning so that it contributes to effective and comprehensive coverage of our curriculum

2.3 To develop the wider curriculum

2.4 To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning

2.5 To demonstrate and articulate high expectations and set stretching targets for the whole school community, inspiring and motivating staff by providing models of outstanding teaching

2.6 To implement strategies which secure high standards of behaviour including strategies to develop playtime and after school activities as learning experiences

2.7 To monitor, evaluate and review classroom practice and promote improvement strategies

2.10 To challenge underperformance at all levels and ensure effective corrective action and follow-up

3. Developing Self and Working with Others

3.1 To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities

3.2 To develop and maintain effective strategies and procedures for staff induction and professional development

3.3 To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities

3.4 To develop and maintain a culture of high expectations for self and for others and to take appropriate action when performance is unsatisfactory

3.5 To manage own workload and that of others to allow an appropriate work/life balance

4. Managing the Organisation

4.1 To work with the Executive Headteacher to create and review an organisational structure which reflects the school's values, and enables management systems, structures and processes to work effectively in line with legal requirements

4.2 To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities

4.3 To embed the principles of distributive leadership throughout the school

4.4 To work with the Chief Operating Officer to manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities

4.5 To recruit, retain and deploy dedicated and able staff and manage their workload to achieve the vision and goals of the school

4.6 To develop the coaching of staff as an integral part of successful performance management

4.7 To manage and to organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations

4.8 To use and integrate a range of technologies effectively and efficiently to manage the school

5. Securing Accountability

5.1 To fulfil commitments arising from contractual accountability to the governing body and to the Trust

5.2 To develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

5.3 To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation

5.4 To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities

5.5 To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers

5.6 To reflect on personal contribution to school achievements and to take account of feedback from others

6. Strengthening Community

6.1 To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families

6.2 To develop a comprehensive system of communications so as to create and maintain an effective, positive partnership with parents and carers to support and improve pupils' achievement and personal development

6.3 To seek opportunities to invite parents and carers, former pupils, other schools, community figures, businesses and other organisations into the school to enhance and enrich the school and its value to the wider community

6.4 To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives

7. Equal Opportunities

7.1 To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010

8. Safeguarding

8.1 To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the trust and Local Authority

9. Health and Safety

9.1 To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with, whom contact is made, such as members of the public, in premises or sites controlled by the school

9.2 To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals

10. Data Protection

10.1 When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems

Person Specification: Head of School

The following criteria will be used for selection purposes:

Qualifications

1. Qualified Teacher Status
2. Graduate level qualification
3. Evidence of recent professional development that prepares for this post

Knowledge and Experience

1. Shaping the Future

- 1.1 Proven successful leadership at senior management level of delivering high quality education in a primary school as a Headteacher, Head of School, Deputy Headteacher, Assistant Headteacher or other senior leader
- 1.2 Experience of developing a differentiated and creative curriculum to pupils with a diverse range of social, emotional, cultural, intellectual and physical needs
- 1.3 Evidence of successfully leading change, creativity and innovation
- 1.4 The ability to plan strategically with the Strategic School Leader, to build and communicate a coherent vision in a range of compelling ways

2. Leading Learning and Teaching

- 2.1 Thorough knowledge of the ways in which new and emerging technologies are used to support learning and teaching
- 2.2 Evidence of personal enthusiasm for and commitment to the principles of effective teaching and assessment for learning
- 2.3 Sound understanding of how children learn and effective teaching methods including models of behaviour and attendance management
- 2.4 Evidence of raising standards for all in the pursuit of excellence

3. Developing Self and Working with Others

- 3.1 Able to inspire, lead and participate actively in building and sustaining a learning community and network with others within and beyond the school
- 3.2 Experience of effectively managing the impact of change on organisations and individuals
- 3.3 Evidence of the ability to manage performance and promote continuing professional development for self and all others within the school
- 3.4 Ability to challenge, influence and motivate staff to attain high goals to deliver improvement within the school

4. Managing the Organisation

4.1 Experience of the effective recruitment and management of staff and how coaching and distributive leadership can work

4.2 The ability to work with all staff to contribute to a strategic school improvement plan based on a thorough evaluation of the school to ensure that pupils achieve high standards and make good progress

4.3 Working with the Strategic School Leader and Chief Operating Officer, the ability to deliver effective:

- strategic financial planning
- financial management including budgetary control
- value for money

4.4 Knowledge of how new technology can enhance the management of the school

5. Securing Accountability

5.1 Ability to use a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance

5.2 Ability to engage the school community in the systematic and rigorous self-evaluation of the work of the school

6. Strengthening Community

6.1 Able to demonstrate knowledge of effective models of school, home, community and business partnerships

6.2 Evidence of the ability to build and maintain effective relationships with parents, carers, partners, governors and the community, that enhance the education of all pupils

7. Safeguarding & Equal Opportunities

7.1 Evidence of a commitment to safeguarding and promoting the welfare of children and staff

7.2 Knowledge of legal issues relating to managing a school including Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation

7.3 Evidence of a commitment to promoting Equal Opportunities