



Tudor Primary School
Head of School
Candidate Information Pack



Welcome from our Executive Headteacher

Thank you for taking the time to consider joining the Tudor Primary School team.

Tudor is proud to be at the heart of our community. As a small school we get to know our children and their families well, and we have an inclusive and nurturing ethos.

We have high expectations for all our children – both academically and socially – but believe in supporting each to develop as a 'whole child' and giving them the tools to be happy and achieve. We work hard to give children a rounded experience, with a broad curriculum including a rich set of experiences outside the classroom, and we teach them to follow our values: Be Kind, Be Brave, Take Pride, and Work Hard.

Our Vision

"All pupils will leave Tudor with the knowledge and skills, character traits, and love of learning they need to flourish in the next step of their journey and throughout their lives.

We equip them to be both happy and successful, and to make a positive contribution to the world around them.

As colleagues we treat ourselves and each other with a growth mindset and high standards, and do this with integrity and kindness."

outcomes and school experience. We are a school on an aspirational journey and we are committed to our vision of success for every one of our pupils.

Please do get in touch if you would like to find out more about the school or role through a chat or visit.



Simon Jebreel
Executive Headteacher



Head of School Tudor Primary School

Tudor Primary School is seeking an exceptional individual to be a vital part of driving the school forward in the new post of Head of School. You will work with the existing school Senior Leadership Team and federation Executive Headteacher.

We are an aspirational and diverse school, where pupils are happy and share a real love of learning, and we offer a rich curriculum inside and outside the classroom. As a one-form entry school we have a welcoming and inclusive ethos where staff support each other and get to know all pupils and their families well. We are a school that is rapidly improving, building on many strengths and driven by a community of committed staff, supportive parents, and children who love coming to school and learning. We also benefit from being in a federation with the nearby Manorside Primary School, collaborating to develop our staff and share ideas and resources.

We are committed to developing the whole child, for example through our small group Forest School for vulnerable children and our on-site child integrative psychotherapists, and we teach children to follow our values of Be Kind, Be Brave, take Pride and Work Hard. Though we have high expectations of children, we will always strive to nurture them and give the support they need to meet those expectations.

The successful candidate will:

- have high expectations of staff and pupils;
- be pupil-centred and committed to ensuring that every child can be happy and successful;
- be an existing senior leader with a track record of significant whole-school impact in a range of areas;
- be able to support colleagues to develop and excel through a blend of motivation, support, and challenge;
- be able to build strong and trusting relationships with diverse staff, children, and parents;
- be equally comfortable working strategically and delivering on day-to-day school operations;
- have a commitment to safeguarding and equality; and
- embody our staff values of *Growth Mindset, High Standards, Integrity, and Kindness*.

To apply, please download and complete an application form, and email to Amanda Shipp at office@tudor.barnetmail.net. We would be very happy to arrange a call or visit with the Executive Headteacher; please email Amanda to arrange.

The closing date for applications is Tuesday 4th October at 12pm and interviews will take place on Wednesday 12th October.

Squires Lane Federation is committed to equality and diversity and hence encourages applications from black and minority ethnic groups which are currently

underrepresented. The federation is also committed to the protection and safeguarding of young people.

Job Description: Head of School

School: Tudor Primary School & Nursery

Salary: SLLF Leadership Range (L4-L17)

Responsible to: Executive Headteacher (EHT)

Core Job Purpose

- To secure the best possible outcomes for all children at Tudor, and the school's position as a school of choice for staff and the local community, by providing day-to-day strategic and operational leadership.
- Support the Executive Head Teacher to lead the Tudor SLT and be a member of the federation leadership team and other staff teams as appropriate.
- Effectively and empathetically lead, manage, support and develop all staff to maintain high expectations and secure positive accountability.
- Lead teaching and learning, holding responsibility for educational standards across the school.
- Lead pastoral care with oversight of the culture and ethos, learning climate, and behaviour for learning in the school.
- Promote and develop links with key stakeholders and the wider community.
- Undertake any reasonable and relevant professional duties delegated by the Executive Head Teacher.

Main duties

Vision, direction and development

- Support the Executive Head Teacher in developing and sharing the vision and direction of the school, in its own entity and as part of the federation.
- Support the Executive Head Teacher in developing both strategic and operational plans for securing the vision and direction of the school within the federation 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 and governors to rigorously evaluate progress towards targets and outcomes.
- Support the Executive Head Teacher 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.

Quality of Education

- 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.
- 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 experiences, interests, aptitudes and backgrounds.
- Give priority to developing high quality teaching and learning across the school, based on best practice and educational research.
- 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 and responding accordingly.
- Support staff to develop a coherent, rich and inspiring 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 behaviour policy which protects the rights of all users to a safe and harmonious learning and working environment.

Leading and Managing Staff

- Support the Executive Head Teacher and governors with the recruitment and selection of teaching and support staff.
- Manage effectively the day-to-day deployment and performance of all staff.
- Support the Executive Head Teacher in carrying out the requirements for appraisal.
- Support the Executive Head Teacher 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 and model the staff values of *Growth Mindset, High Standards, Integrity and Kindness*, and the highest standards of professionalism amongst all staff.
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations.
- Develop and strengthen leadership across the school through coaching and professional development.
- Ensure all school policies and procedures (including safeguarding policies and procedures) are rigorously followed by staff and children.

Efficient use of resources

- Work with the Executive Head Teacher and the Governing Body on setting and using the school budgets to deliver a quality education and to meet the objectives of the school development plans.
- Support the Executive Head Teacher to manage the agreed budget on a day to day basis ensuring effective administration and control and value for money.

- Support the Executive Head Teacher to monitor the budget and make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements.
- Inspire staff to provide beautiful and safe learning environments that demonstrate high expectations and everyday excellence.
- 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 Head Teacher in securing additional and sufficient resources for the school.

Accountability

- Work with the Executive Head Teacher 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 Head Teacher and with the Chair and members of the Governing Body as appropriate and build and sustain a positive working relationship.
- Provide information and support to the Executive Head Teacher and to the Governing Body and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis.
- Ensure all statutory assessment procedures are implemented, actions are set, achieved and reported on in accordance with established evaluation systems
- Work with the Executive Head Teacher 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 Head Teacher to update the Self Evaluation Form (SEF) and collect evidence to support judgments made in evaluating the school's success.
- Keep parents informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning.

Partnership

- Develop and encourage working partnerships with parents and carers.
- Develop and encourage a deep and effective partnership with Manorside Primary School, drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively.
- Encourage joint links and events of mutual benefit across the federation.
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals.
- Encourage and model initiative, team work and working in partnership.
- Develop and encourage good relations between Tudor and the local community.

General duties

- Understand, accept and follow the school's Safeguarding & Child Protection procedures in order to protect the safety of all children and vulnerable adults.
- To report all matters of concern in line with the school's procedures.
- To undertake any reasonable teaching commitments as required.

Person Specification

CRITERIA	QUALITIES
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Degree • Qualified Teacher Status <p>Desirable</p> <ul style="list-style-type: none"> • NPQML/SL/H or equivalent
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Successful and recent teaching experience at primary level • Successful track record of Senior Leadership across key stages, resulting in raised standards and outcomes • Experience of conducting training/leading INSET • Experience of teaching in a range of contexts • Involvement in self-evaluation and development planning
Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Ability to lead and manage the school effectively and efficiently and work with other professionals and agencies • Ability to investigate, resolve problems and make decisions; collect and weigh evidence and take decisions in light of this • Ability to work sensitively and effectively with colleagues to help them to improve their everyday practice • Ability to challenge others to maintain high standards, holding them accountable in a kind and supportive way • Ability to communicate a vision in writing, orally, and presentationally, and inspire others • Ability to build effective working relationships with many stakeholders including staff, children, parents, and governors • Ability to maintain and develop the quality of teaching and learning to a high / improved standard • Ability to accurately evaluate the school and determine appropriate actions • Ability to manage financial resources within a structure of support • Ability to work under pressure and prioritise effectively • Good working knowledge of educational research, best practice in school leadership, and national educational expectations • Strong understanding of curriculum and teaching and learning

	<p>across EYFS, KS1 and KS2.</p> <ul style="list-style-type: none"> • Knowledge of how children and adults learn and experience of using this to improve outcomes • Ability to manage Health and Safety and promote a culture of safeguarding
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> • A role model for our staff values: Growth Mindset, High Standards, Integrity, and Kindness • An unwaveringly pupil-centred approach and belief that all children are capable of success • A commitment to your own professional development and a thirst for learning • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to equal opportunities and securing good outcomes for pupils from all backgrounds, including vulnerable children and those with multiple barriers • Consistently high expectations for children's behaviour and achievement • A team player who will work with SLT to monitor and implement the SDP • Commitment to collaboration with Manorside Primary School to strengthen the federation. • Commitment to maintaining confidentiality and professionalism at all times • Commitment to safeguarding and equality





Application deadline: Tuesday 4th October, 12pm

Interviews: Wednesday 12th October

Start date: January 2023

Application forms to be sent to Amanda Shipp at office@tudor.barnetmail.net

Contact Amanda if you would like to arrange a visit or a phone call with the Executive Headteacher

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