



Barn Croft Primary School



HEADTEACHER APPLICATION PACK

www.barncroftprimaryschool.org



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Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the post of Headteacher of Barn Croft Primary School.

The governors are seeking to recruit a dynamic and inspirational leader with a proven track record of school improvement who will build on the reputation of Barn Croft as a caring and inclusive community school. Barn Croft is a one form entry school with a nursery class. We are a maintained school within the London Borough of Waltham Forest.

The post offers the opportunity to work with, and for, delightful children who enjoy learning. The school has a hardworking staff team who are committed to achieving the very best for all pupils and an active and supportive parent body.

The school has a reputation of success in meeting the needs of children with SEND and has a high proportion of pupils with an EHCP. We would expect the successful candidate to aspire to make the school a beacon of excellence.

The school is a member of the West Walthamstow Partnership, a soft federation of 2 secondary, 3 primary schools and a nursery school. The partnership is a source of mutual support and collaboration.

We are looking for a skilled leader who will work with the Governing Body, the senior leadership team and wider school community to develop the vision and lead the school through the next stage of its journey.

Our aim is to ensure that all our pupils become resilient, happy, confident and determined learners who are empowered to be independent, aspirational and active citizens.

We welcome applications from teachers with a proven record of successful and relevant leadership who are keen to join our school community. If this opportunity matches your aspirations for the next step in your career, then we look forward to hearing from you.

Colin Whitehead, Chair of Governors





Vision, Values and Ethos

The school motto is “Hand in Hand to Success” and everyone at Barn Croft believe that only by working together will we secure the best possible future for our children.

Everything we do comes back to our values of **COURAGE, LOVE, EXCELLENCE** – the courage to stand up for what we believe and to challenge ourselves even when we find things hard or difficult; that love is being compassionate and nurturing towards each other and caring for everyone and the world around us; that through an attitude of striving for excellence in all we do we can reach for the stars and achieve our dreams!

We truly believe in inclusion at Barn Croft and really do go the extra mile to ensure that **EVERY** child, no matter what their needs or background, is given everything they need to succeed and to have a joyful experience of primary school.

In line with our values, we foster a culture of academic rigor and ambition at Barn Croft. We believe in challenging all pupils to reach their full potential through a stimulating curriculum that encourages curiosity, critical thinking, and a love of learning.

At Barn Croft we aim to nurture a desire for excellence alongside a commitment to inclusivity to empower every child to develop the skills and knowledge they need to achieve their dreams and become lifelong learners.





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Key Information

Location	Walthamstow
Type of School	Community School
Local Authority	LB Waltham Forest
Age Range	3 – 11 years
Children on roll	204 (186 + 18 nur)
% of children on FSM	19%
% of children with SEN	30%
% of children with EHCP	13%
% of children with EAL	34%
OFSTED inspection	5 May 2023
Ofsted rating	Requires improvement
Statutory assessment 2024	
KS2 Reading	90%
KS2 Writing	63%
KS2 Mathematics	77%
KS2 G/P/S	83%
KS2 Combined R/W/M	57%



Strategic Objectives

Following our recent inspection the governing body have identified the key objectives to take the school forward as:

Develop and embed an **effective curriculum across all subjects** that is ambitious, and progressive.

Improve the **academic attainment and progress for all pupils**, especially for those children in key targeted groups. Ensuring high-quality teaching is consistent across the school and is supported with robust curriculum support and resources, enrichment opportunities, and effective interventions.

Provide inclusive and effective support for those pupils with **individual high needs** in the face of challenges over funding.

Develop a realistic five-year recovery plan to achieve **financial sustainability**.

Continue and build **collaborative relations with other schools** to develop opportunities for pupils, staff and the wider community. Enable the staff to share their expertise with other colleagues locally.





Headteacher Job Description

Responsible to: Governing Body

Leadership scale: L15 to L21 (Outer London)

Disclosure level: Enhanced DBS with barred adult and child lists

Core purpose

- To provide professional leadership and management of Barn Croft Primary School while upholding and demonstrating the Seven Principles of Public Life at all times (known as the Nolan Principles);
- To work effectively with all stakeholders to enhance school improvement achieve high standards in all areas of the school's work.
- To promote and sustain a strong culture of safeguarding and good practice to secure the health, safety and welfare of all.

To achieve success, the Headteacher will:

- Provide vision, leadership and direction, while always acting in the best interests of the school's pupils;
- Share knowledge, skills and approaches to improve provision for all pupils in the school;
- Promote excellence in teaching and learning, leading by example to continually improve standards and ensure a continuous and consistent focus on pupils' attainment and holistic development;
- Lead innovation in education, ensuring the school is responsive to the changing environment and that the skills, learning and aspirations of children and young people are developing and enhanced at all key stages;
- Engender the confidence of colleagues in order to develop high aspirations and commitment to the school's mission among all staff;
- Work to develop curricula informed by current knowledge and best practice to equip all pupils for the demands of the 21st century in a safe and productive learning environment;
- Ensure the standing and respect of the school in the education community and participate in joint collaborative developments;
- Deploy and be accountable for resources to achieve school priorities and future growth;
- Ensure excellent financial management and development of new sources of income;
- Evaluate school performance and identify priorities for continuous improvement;
- Carry out day-to-day management, organisation and administration.

Duties and responsibilities attached to this post are as follows:

MANAGING THE ORGANISATION

- 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;



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- Manage the school's financial resources, human resources and infrastructure effectively and efficiently to achieve the school's goals and priorities while employing probity in the use of public funds;
- Retain, recruit and deploy staff appropriately and manage the school team effectively to achieve the vision and goals of the school;
- Explore and develop new sources of income for the school;
- Manage and organise the school environment efficiently and effectively to ensure that it meets the requirements of the curriculum and health and safety regulations;
- Establish and promote cohesive team working among all staff;
- Implement successful performance-management processes for all staff in accordance with agreed school policies;
- 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;
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care;
- Ensure rigorous approaches to identifying, managing and mitigating risk;
- Use and integrate a range of technologies effectively and efficiently to manage the school.

STRATEGIC DIRECTION AND SHAPING THE FUTURE

- Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community;
- Work within the school community to translate the school's vision into agreed objectives and operational plans which will promote and sustain high school attainment, school improvement and ensure that these are measured;
- Develop a strategy for the school's infrastructure to ensure that it is aligned with the school's objectives and operational plans, such as the most effective and efficient use of the school's site;
- Enhance opportunities through partnerships between parents and carers, pupils, staff, the local and wider community, other schools, the LA, voluntary organisations, other public bodies and agencies.
- Develop and promote Barn Croft in line with the school's vision and values;
- Acknowledge and build on the diversity, values and experience of the school and its community in all aspects of strategic planning;
- Demonstrate the school's vision and values in everyday work and practice;
- Motivate and work with others to create a shared culture and positive, inclusive environment.

CURRICULUM AND ASSESSMENT

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught;
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities;
- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

BEHAVIOUR

- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils;



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- Promote and ensure high standards of pupil behaviour consistent with the values of the school.
- Implement consistent, fair and respectful approaches to managing behaviour that contribute towards the personal development of pupils.
- Ensure that adults within the school model and teach positive behaviours.
- Work with parents and carers to secure high levels of pupils attendance and develop a common understanding of the importance of school as a part of the child's life.

LEADING, LEARNING AND TEACHING

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- Ensure that learning is at the centre of strategic planning and resource management;
- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn;
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains;
- Ensure effective use is made of formative assessment;
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and take responsibility for their own learning;
- Demonstrate and articulate high expectations and set stretching targets for the whole school community;
- Implement strategies which secure high standards of behaviour and attendance;
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
- Monitor, evaluate and review classroom practice and promote improvement strategies;
- Challenge under-performance at all levels and ensure effective corrective action and follow-up.

PROFESSIONAL DEVELOPMENT

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs;
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development;
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning.

ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities;
- Establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively;



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- Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate;
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

GOVERNANCE AND ACCOUNTABILITY

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility;
- Establish and sustain professional working relationship with those responsible for governance;
- Ensure that staff know and understand their professional responsibilities and are held to account;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

CONTINUOUS SCHOOL IMPROVEMENT

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement;
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context;
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

STRENGTHENING COMMUNITY

- Build a school culture and curriculum which take account of the richness and diversity of the school community;
- Create positive strategies to promote equality, diversity and inclusion in all areas of policy, teaching and learning and in all relationships.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment;
- 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' achievements and personal development;
- Seek opportunities to invite parents and carers, community figures, or other organisations into the school to enhance and enrich the school and its value to the wider community;
- Cooperate and work with relevant agencies to protect children;
- Self-evaluation of all the above will be carried out as a continual process.

The postholder will carry out any other duties that might be considered to be commensurate with the post, as required.

Note: This job description contains the key priorities and accountabilities for the role of headteacher. It is not an exhaustive list, and it does not describe in detail all the duties required to be successful in the role. This job description is current at the date shown but, in consultation with the successful applicant, may be changed.



Person Specification		Essential	Desirable
Qualifications			
1	A degree or equivalent	X	
2	Qualified Teacher Status (QTS)	X	
3	NPQH and / or Higher Education qualification		X
4	Evidence of recent and relevant training and development in preparation for and / or development of leadership	X	
Skills and knowledge			
5	Ability to formulate a clear strategic vision for school improvement and translate this into strategic objective, longer term plans and specific outcomes	X	
6	Knowledge of the Ofsted framework and handbook and the implications for school improvement.	X	
7	Knowledge of systems for school self-evaluation, effective monitoring and inspection	X	
8	Sound knowledge and understanding of wider educational agenda including national policies and educational issues as well as statutory and legal framework governing the operation of maintained schools.	X	
9	Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a maintained school.	X	
10	Able to monitor performance to ensure high standards and the development of professional practice among school staff	X	
11	Promotes a strong culture of collaborative working where every member of staff is valued as an essential member of the team and can fulfil their potential	X	
12	Knowledge of statutory requirements for send provision and an understanding of how pupils with SEND can be successfully integrated into the life of the school	X	
13	Knowledge of current legal requirements, including health and safety, national policies and guidance on the safeguarding and promotion of the wellbeing of children	X	
14	Understand the role of the school in the community and actively seek to develop a greater collaboration with members of the community	X	



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15	Effectively communicate orally and in writing to a range of audiences including parents, governors and outside agencies	X	
Professional experience			
16	Able to demonstrate a track record of leading successful school improvement	X	
17	Substantial experience with a record of excellent teaching	X	
18	Significant experience of School Leadership	X	
19	Evidence of setting ambitious goals and targets; using data and benchmarks to monitor and judge progress		X
20	Successful experience of positive behaviour management and development of a pupil focused, inclusive and effective learning environment		X
21	Track record of working in collaboration with other schools to realise improvement and raise standards		X
22	Experience of developing and maintaining effective relationships with the local and the wider community, including parents to enhance learning and educational achievements		X
Personal Attributes			
23	Approachable, enthusiastic and creative	X	
24	Leads by example, demonstrating integrity, resilience and clarity	X	
25	Passionate about education	X	
26	Ability to work under pressure, think creatively and to anticipate and solve problems	X	
27	Commitment to the encouragement, empowerment and training of all staff	X	
28	Deal sensitively with people and resolve conflicts	X	
29	Demonstrate flexibility and an ability to adapt to changing circumstances and new ideas	X	
Additional Requirements			
30	This role is subject to an enhanced DBS & Section 128 vetting	X	



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How to Apply

Applications must be made on the accompanying application form. If you have any difficulty downloading or opening the form please contact:

SchoolsHR.Helpdesk@walthamforest.gov.uk

Visits to the school are warmly welcomed and encouraged. Two visit days are available for potential candidates on Wednesday 11th or Thursday 12th September.

Please email SchoolsHR.Helpdesk@walthamforest.gov.uk with your preferred date to receive an appointment time.

Applications must be received at
SchoolsHR.Helpdesk@walthamforest.gov.uk
by noon on Friday 13th September at the latest.

The interview process will take place on Tuesday 24th and Wednesday 25th September.

Barn Croft Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all those working in our school to share this commitment.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.