Hollickwood School
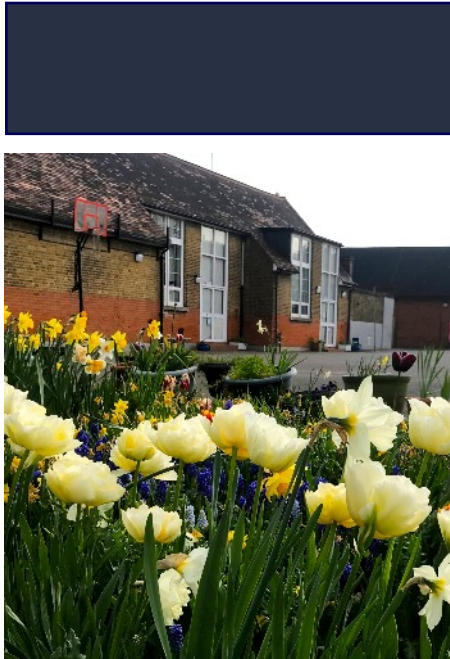
Head Teacher Application Pack

HOLLICKWOOD
school

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Welcome from the Chair of Governors

Dear applicant,

Thank you for your interest in becoming the next Head Teacher of Hollickwood School.

Our school is a typical London community primary school – diverse, inclusive and striving for excellence. Like many inner-city schools in the aftermath of Covid-19, we face numerous challenges. But the resilience of our children, commitment of our staff, and support of governors and parents makes the next few years an extremely exciting period.

The governors, staff, pupils and their families are determined that Hollickwood realises its potential as a thriving and outstanding school at the heart of the community. We are ready for challenge, for change, and for dynamic new leadership. We look forward to meeting you and thanks again for your interest in the post.

Adam Fagan.

Adam Fagan

Chair of Governors

Our ideal candidate

Pupils say...

We would like our Head Teacher to...

'Be kind... listen to children's ideas... work as a team... be patient... to value every child... be organised and hard working... to help the students to learn'

Staff say...

We would like ourHead Teacher to...

'Be passionate and dedicated to improving outcomes for the children... Create an ethos in which all staff are motivated and supported to develop their knowledge and skills both individually and as a team... Be a visionary who communicates effectively, and is willing to have difficult conversations in order to bring positive change... To engage and inspire children, parents and staff, demonstrating commitment to the school community'

Governors say...

We would like our Head Teacher to...

'Be committed to our school community, with high expectations for progress and outcomes... Be ambitious and dynamic... Exude vision, passion and enthusiasm for our children... Be an excellent leader'

Our school

Hollickwood School is a one form entry primary in the London borough of Barnet, situated in a diverse and welcoming community. The school was judged 'good' by Ofsted in 2017, with particular focus on the good progress made by children in their time at the school.

We have an above average number of children receiving Pupil Premium, as well as a very high proportion of children with English as a second language, which we consider an asset that enhances the culture of our school. The school site benefits from an extensive playground with school field and wild garden area, enjoyed by the children and wider community.

Children at Hollickwood are happy, thriving and eager to learn; our committed staff are hard working with a shared goal of improving outcomes for our children and families.

"Hollickwood is a wonderful school which has the potential to be outstanding with a positive, passionate and driven leader"

Location

Hollickwood School is located in the North London borough of Barnet, a stone's throw from Muswell Hill with good transport links.

Vision

We have a vision for a school where...

■ Learning is stimulating, engaging and memorable and allows all children to achieve their potential and be ready for their next stage of learning

■ Physical and mental wellbeing are promoted

■ Diversity is celebrated and all feel included and welcome

■ High expectations are shared and communicated

■ Respect for self, others and the environment are central to life in school

■ Inquiry, innovation and risk taking are valued

■ Excellence is evident in all aspects of school life

Curriculum

At Hollickwood School we have developed an enquiry based curriculum to engage our children in their learning journeys.

"At Hollickwood we encourage curiosity and enquiry"

Our Enquiry curriculum is broad and balanced, with a strong emphasis on a cross-curricular approach. Our children thrive on being immersed in their topic work across all subjects, and are encouraged to play an integral part in steering their unit of work.

We benefit from specialist teachers for art and PE, and have an abundance of volunteers from our local community involved in many areas of school life.

Curriculum Drivers

Our Curriculum is influenced by the school, local, national and global needs, and is reviewed annually, formulating our curriculum drivers for the year: Our current key curriculum drivers are:

Experiences and Opportunities

We value immersive learning opportunities which enrich the children's cultural capital, equipping them with diverse knowledge and skills which support our children to better understand themselves and the world around them.

Inclusion

Hollickwood is committed to teaching our children to respect, accept and celebrate the diversity and difference that exists in our society, and our curriculum is representative of that. All children have equal access to all areas of our curriculum.

Cognitive rich

We aim to teach skills rather than just knowledge, and develop children's metacognition. We aim for our children to think, reflect, debate, discuss, evaluate and challenge through a range of communication methods. A vocabulary-rich curriculum underpins this.

Mental Health and Wellbeing

We are committed to supporting wellbeing for all and encouraging children to develop their sense of identity and belonging in a multi-cultural society. We recognise that poor mental health impacts on all areas of life, and we strive for a holistic approach to wellbeing support within our curriculum.

Early Years Provision

Our school benefits from a stimulating and exciting Early Years environment (including both Nursery and Reception) where exploratory play-based learning sets valuable foundations for the children's ongoing learning journeys at Hollickwood.

"Our outdoor classroom is a constantly evolving, highly creative area for learning through play"

Premises Redevelopment

We are in the process of an exciting £2.4m development of our school premises, which will result in dynamic new internal and external spaces for learning. A new Head Teacher will have the opportunity to influence the direction of this project to complement their vision for school improvement.
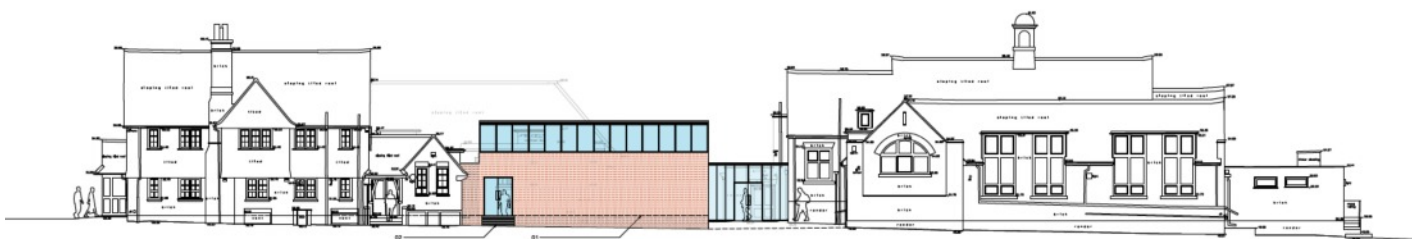
Governing Body

We have a strong and supportive governing body, who are actively involved in school life. The governing body share the vision for Hollickwood Primary School to be on a constant trajectory of improvement towards excellence.

Job Description

The following job description is based on the <u>Department for Education's Headteachers' standards 2020</u> which are expected to be fully met by a successful candidate.

The Head Teacher is accountable to the school's governing body for the organisation and management of the school. This job description will be subject to review as part of the performance management cycle.

Job title: Head Teacher

Start date: ASAP, negotiable for the right candidate

Salary: £62,926 - £72,383 (L15-L21)

Core Purpose:

The Head Teacher will provide vision and professional leadership for the school to secure success and improvement. By working with the governing body, motivating, supporting and developing all staff and managing the day-to-day operation of the school, they will ensure that all our pupils benefit from high quality education and care. They will constantly strive for excellence in all areas of the school's work. The Head Teacher will create a secure environment where both pupils and staff can achieve their full potential, with due regard to their safety and welfare.

Responsibilities:

Shaping the future

Ensure the vision and ambition for the school is clearly articulated, shared, understood and acted upon effectively by all

Work with stakeholders to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement

Demonstrate the vision and values in daily work and practice

Communicate the vision for the school and promote it to prospective families

Motivate and work with others to create a shared ethos and positive culture

Ensure creativity, innovation and the use of appropriate technologies and pedagogy to achieve excellence

Ensure that strategic planning takes account of the diversity, values and experience of the school and wider community

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

Leading teaching and learning and managing pupil attainment

Ensure a consistent and continuous schools-wide focus on pupils' achievement, using formative and summative 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 creative, responsive and effective approaches to learning and teaching

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

Demonstrate and articulate high expectations and set ambitious targets for the whole school community

Implement strategies which ensure high standards of behaviour and attendance

Determine, organise and implement a diverse, adaptable curriculum and implement an effective assessment framework

Take a strategic role in the development of new and emerging technologies and pedagogical initiatives to enhance and extend the learning experience of pupils

Monitor, evaluate and review classroom practice and promote improvement strategies

Challenge underperformance at all levels and ensure effective corrective action and follow–up

Management and development of staff

Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture

Establish an appropriate staff structure and define staff tasks, responsibilities and job descriptions, carrying out and delegating line management within this structure, as needed

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

Develop and maintain effective strategies and procedures for staff induction, professional development and performance review

Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory

Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation

Regularly review own practice, set personal targets and take responsibility for own personal development

Manage own workload and that of others to allow an appropriate work/life balance and staff wellbeing

Reflect on personal contribution to school achievement and take account of feedback from others

Be responsible, alongside all members of staff, for the welfare and safeguarding of all pupils.

Management of resources and premises

Ensure the development, maintenance, security and safety of the school building, grounds, equipment and other assets, overseeing any refurbishment programmes to enhance the school premises

Work effectively in line with legal requirements

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 and manage their workload to achieve the vision and goals of the school

Implement successful performance management processes with all staff

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

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

Build a culture and curriculum which takes account of the richness and diversity of the school's community

Ensure a range of community-based learning experiences

Represent and promote the school to other groups and the local community

Work collaboratively with the school's PTA to enhance school life and provision

Promote links with local primary and secondary schools

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

Person Specification

Qualifications	Essential/ Desirable	Assessment
Educated to degree level	E	A.D
Qualified Teacher Status	E	A,D
National Professional Qualification of Headship (NPQH)	D	A, D
Further qualification in a related area (e.g. Med, MA, MBA)	D	A, D
Experience	**Essential/Desirable**	**Assessment**
Substantial and proven successful primary teaching experience	E	A, I, R
Substantial successful senior leadership experience in primary school	E	A, I, R
Experience leading and developing staff	E	A, I
Experience in more than one school	D	A, I
Experience of monitoring and evaluating performance and practice	E	A, I
Experience of coaching and mentoring individuals and teams	E	A, I
Experience of successful school development and delivery of strategic plans	E	A, I
Experience working with governors	D	A, I
Experience leading on safeguarding children	E	A, I
Experience of successful budget management	E	A, I
Experience managing premises and the school environment	D	A, I
Professional Knowledge	**Essential/Desirable**	**Assessment**
Extensive knowledge and experience of primary education and the issues and challenges facing the sector	E	I
Knowledge and experience of the Ofsted framework	E	I
An understanding of how children learn and strategies for increasing teachers' effectiveness, and securing school improvement	E	I
An understanding of how to raise standards through careful monitoring and target setting	E	I
Knowledge of the statutory frameworks and good practice for curriculum delivery and assessment	E	I
High expectations of pupil behaviour and the effective use of behaviour management strategies	E	I
Current and comprehensive understanding of child protection and safeguarding procedures	E	I
Understanding of and commitment to equity, diversity and inclusion	E	I
Professional Skills	**Essential/Desirable**	**Assessment**
The ability to set and communicate a clear vision for the school	E	I
The ability to think strategically and plan ahead	E	I
The ability to motivate and enable staff to carry out their roles to the highest standard through performance management and continuous professional development	E	I
Excellent analytical, problem solving, negotiating and decision making skills	E	I
The ability to build effective relationships with a wide variety of people (pupils, staff, senior leaders, governors, families, external professionals)	E	I, R
The ability to drive and manage change	E	I
The ability to prioritise, evaluate and manage financial and human resources to achieve educational goals	E	I, R
The ability to develop, maintain and work within policies and protocols	E	I
Competent IT skills	E	A
Effective communication skills (both written and oral) with a wide range of stakeholders	E	A, I
Efficiency and excellent organisational skills	E	I
Personal Qualities	**Essential/Desirable**	**Assessment**
Demonstrate enthusiasm for the role, commitment to the school and a passion for education and school improvement	E	I
Demonstrate reliability, honesty and integrity	E	I, R
Demonstrate authority, approachability, warmth and humour	E	I
Emotionally resilient; able to remain calm in difficult situations	E	I, R
Ability to perform effectively under pressure	E	I, R
Demonstrate flexibility and ability to adapt to changing circumstances	E	I

How to apply...

Thanks so much for taking the time to read this pack, we hope it has given you all the information you need. Please don't hesitate to be in touch with us using the contact details below if you would like further information or to arrange a visit.

If you think you have the relevant skills and experience for this position, then please do apply by filling in our application form and returning it to school either by email, by post or by hand using the contact details below. We will acknowledge all applications by email.

Please note our school website is currently under construction, we hope to launch the new one within the application window.

Application Dates

Closing date for applications: 9am | 2nd November 2021

Shortlisting: 2nd-5th November 2021

Assessment & Interview: 11th & 12th November 2021 (2 day)

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