



## Head Teacher

**Closing Date: Noon on Thursday 7 March 2024**

**Shortlisting: Thursday 14 March 2024**

**Interview Dates: Tuesday 26 and Wednesday 27 March 2024**

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# Park Walk Primary School

Park Walk, London SW10 OAY

Tel: 020 73528700 Email: [info@parkwalk.rbkc.sch.uk](mailto:info@parkwalk.rbkc.sch.uk)



Miss Emily Caldwell - Headteacher

Mrs Sinead O'Leary- Deputy Headteacher

Dear Applicant,

I would like to thank you for your interest in the post of Head Teacher at Park Walk Primary School. We are seeking to appoint the successful candidate to take up the post of Head Teacher at the start of the academic year in September 2024.

Park Walk is situated just off the King's Road in Chelsea in the heart of a diverse and dynamic community. As a result, the children who attend the school come from a range of ethnic and social backgrounds. Our school community consists of enthusiastic children who enjoy coming to school, staff who are committed to the individual outcomes of every child, parents who are interested in their children's education and a very supportive and skilled Board of Governors.

We are looking for a Head Teacher who will be creative, enthusiastic and self-motivated to develop and nurture every child in their care.

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You can learn more about us at the school's website – [www.parkwalk.rbkc.sch.uk](http://www.parkwalk.rbkc.sch.uk)

Once you have read through this application pack, if you would like to visit us, please contact Kimberley Ray, our School Business Operations Manager, on 020 7352 8700 to make an appointment.

Thank you for your interest in the post, and I wish you every success with your application. If you have any further questions, please do not hesitate to contact the school.

Yours sincerely,

Alison Mould

Chair of Governors

# Advertisement

Park Walk is a happy and successful one form entry community primary school. We are located just off the King's Road in Chelsea, in an attractive and spacious Victorian building. Park Walk is currently recognised as a "Good" school by Ofsted and is on an exciting journey towards achieving our outstanding potential.

We are looking to appoint a Head Teacher, who is creative, enthusiastic and self-motivated to develop and nurture every child in their care.

The successful applicant must bring:

- commitment to our vision and ethos with the energy and ambition to move our school forward to the next stage of its development
- passion and creativity to drive innovation whilst building on past successes
- inspiration and ambition for the future growth of our school, using the potential of staff at all levels
- ability to develop and drive standards and achievement for all children, ensuring that the full curriculum is used to challenge and support our children so they achieve their full potential
- a visible, measured and collaborative approach to leadership, willing to guide and motivate success, encourage and be prepared to make tough decisions when necessary
- confidence in working effectively with governors and parents
- willingness to being a pivotal part of the school community

## **What we can offer you:**

- a high level of support and commitment from our friendly and hardworking leadership team
- a staff that is committed to the children and their development
- children who are positive and eager to learn
- a well-resourced, calm and modern learning environment
- a vibrant and culturally diverse school community
- a commitment to professional development
- a highly supportive Board of Governors who are dedicated to Park Walk

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**Visits to the school are warmly welcomed. Please telephone the school office on 0207 352 8700 and ask for Kimberley Ray to make an appointment.**

**You can download the application pack on <https://teaching-vacancies.service.gov.uk/> or [www.rbkc.gov.uk](http://www.rbkc.gov.uk) or email the school for an application pack: [info@parkwalk.rbkc.sch.uk](mailto:info@parkwalk.rbkc.sch.uk) or from our website [www.parkwalk.rbkc.sch.uk](http://www.parkwalk.rbkc.sch.uk)**

**Completed applications should be returned to: [alison.mould@parkwalk.rbkc.sch.uk](mailto:alison.mould@parkwalk.rbkc.sch.uk)**

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references and medical check.

# Job Description

**Salary:** L15 to L21

**Hours:** Full-time with usual school holidays

**Contract type:** Permanent

**Reporting to:** Chair of Governors

**Responsible for:** A one form entry Primary School with a small under 3's provision

## Main purpose

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively and safely
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented, evidenced and reported to relevant stakeholders
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Work with the Board of Governors to expand the school roll

## Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Uphold and instill the school's 5 core values

## Duties and responsibilities

### School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

## Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

## Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote an inclusive culture with inclusive practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

## Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Manage staff well with due attention to workload and well being
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Establish effective relationships with external services to enrich & improve outcomes for all children

## Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school
- Seek training and continuing professional development to meet the needs of all staff members

## Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance
- Ensure that staff 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
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• National professional qualification for headship (NPQH)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful leadership and management experience in a school as a Head or Deputy Head Teacher</li><li>• Teaching experience in Primary School(s)</li><li>• Involvement in school self-evaluation and development planning</li><li>• Demonstrable experience of successful line management and staff development</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li><li>• Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</li><li>• Understanding of school finances and financial management</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a>) at all times</li><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li></ul>

This job description may be amended at any time in consultation with the postholder.

Park Walk is committed to safeguarding and promoting the welfare of children. Full and enhanced safeguarding checks will be carried out against each applicant. This post will involve daily contact with children, including those under 3, and the successful applicant will engage in regulated activity with children. Applicants may wish to use the DBS service's sensitive applications route.

## Policy on the recruitment and employment of ex-offenders

### Background

The Royal Borough of Kensington and Chelsea use the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (on the internet at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or [www.direct.gov.uk](http://www.direct.gov.uk).)

This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

### Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure. The Royal Borough of Kensington and Chelsea is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for RBKC Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

### During the application process

When you apply for a job with RBKC schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

### If you are offered a job at RBKC Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post. In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

### Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. RBKC HR will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

### Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.