

Headteacher Candidate Information

Links Primary School -
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“Leaders
promote the
well-being of
all pupils and
staff.”
Ofsted 2021

Welcome to Links

Dear applicant,

Thank you for your interest in the role of Headteacher at Links Primary School. This application pack will provide you with the key information you need to apply for the role. Please also visit our website www.links.merton.sch.uk to see our latest Ofsted report and to find further useful information about our school. We would also encourage you to come and visit the school to meet with our team and see Links for yourself.

Our last Ofsted inspection was in September 2021. We were found to be a **Good School** with the following key points: all **pupils are made to feel welcome** at the school, relationships are **positive and caring**, leaders take pupils' safety and well-being seriously, leaders are **ambitious for all pupils**, pupils are proud of their school and would recommend it to anyone new in the area, leaders promote the well-being of all pupils and staff and **the safeguarding culture is strong**. The Ofsted report is available for you to read in full, however, these highlights above give you an idea of the culture of the school and the effective outcomes that are down to the hard work and commitment of our staff.

Links is a **two-form entry community school and nursery of up to 524 children**. We are located on the borders of Mitcham, Tooting and Streatham, with good transport links and a short walk from Tooting overground station and Tooting Broadway underground station.

We are proud of our successful school where children achieve good results, develop into responsible individuals, have fun and enjoy coming to school. Staff and governors have very strong aspirations for all our children, who come from diverse backgrounds and cultures.

We have a highly motivated and dedicated staff team who offer all our children the very best opportunities for becoming happy, successful and confident learners for life. Our committed and forward-thinking Governing Board will support our new Headteacher in providing the best possible environment for all children and staff at Links. The school deserves its own dedicated Headteacher who can build and add to the strength of our past successes and take the school forward. Headship at Links is a genuinely exciting opportunity and will deliver job satisfaction for a creative and visionary candidate.

I would be delighted for you to visit us before applications close on **Monday 9th January**. This would give you an opportunity to meet our staff, governors and, of course, our wonderful children. Between us we will be able to answer any questions you may have. Please contact **Michelle Tindall** on **(020) 8769 4587** to arrange a convenient time.

Yours sincerely,



Catherine Skinner, Chair of Governors

“Every pupil has access to the school’s broad and rich curriculum.”
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Application and Selection

The first step in the selection process is your application. Please make sure you read through the **Person Specification** and **Job Description** carefully and provide specific examples to demonstrate how you meet the **Person Specification** criteria.

Please ensure the application form is fully completed, and your personal statement is no longer than **3 A4 sides in size 10 font**. CVs are not acceptable.

We encourage you to visit Links Primary School to help you prepare for your application. You are assured of a warm welcome.

Visits can be arranged by contacting **Michelle Tindall**, our School Business Manager, on **020 8769 4587** or by email at **office@links.merton.sch.uk**

The deadline for us to receive your completed application is **Monday 9th January 2023 at 9am**.

Shortlisting will take place during the same week and successful applicants will be invited for an assessment and interview selection process on **Thursday 26th and Friday 27th January**.

Aims and Ethos

Links Primary School offers all children a high standard of academic and social education, enabling and challenging all pupils to reach their full potential. We provide a safe, secure and stimulating environment in which we encourage all children to value themselves and others. We help them to make the right choices and develop into responsible and caring members of society.

We will:

- Demonstrate high expectations to ensure high aspirations.
- Deliver an outstanding education, both in and outside the classroom, that leads to high academic performance.
- Offer all our children equal access to a broad and balanced curriculum, which is child-centred, stimulating and built on practical experiences where possible.
- Ensure pupils have lifetime skills for learning, in speaking, listening, reading, writing and mathematics.
- Provide opportunities to promote the children’s moral and social development.
- Work in partnership with our parents and carers.
- Foster good relationships with the wider community.
- Deploy resources to the best effect to improve the outcomes for our children.

Our values are:

- **Pride**
- **Responsibility**
- **Resilience**
- **Happiness**
- **Kindness**
- **Respect**

We uphold our values in all we do, and our pupils are at the heart of every decision we make. It is our aim to develop and maintain a supportive school community for all. We are an integral part of our local community and maintain positive support from the Governing Body and the parents/carers.

We will continue to build on existing relationships with the wider community and deliver on the next phase of our strategy to raise standards on progress and attainment for all our pupils. Our aim is to support each child to become more capable, creative, resilient and determined in every aspect of their life and at all stages of their development.



Person Specification

Key skills and personal qualities

- Commitment to cultural diversity and inclusion to ensure each child is given every opportunity to fulfil their potential
- Commitment to the school ethos of a kind and supportive environment
- Excellent listening skills
- A supportive management style
- Integrity and optimism
- A commitment to extended services and youth club as well as innovative approach to new and existing projects
- Ability to deliver a broad, balanced curriculum including sports, music, drama, residential school journeys and other extracurricular activities.
- Excellent communication skills with successful experience of working with a range of partners
- Ability to continue to develop strong community links
- High aspirations and a commitment to excellence for all pupils and staff
- A commitment to equal opportunities policy both in service delivery and employment with an understanding of its effective operation within a school
- Understanding and knowledge of Special Educational Needs to ensure best outcomes for all pupils
- A clear understanding of the unique challenges different schools face in response to the pandemic, including health and wellbeing, community turnover and raising attainment
- Extensive and successful experience in safeguarding, promoting positive health, safety and wellbeing for all staff and children.

Leadership Experience

- Substantial leadership experience working in a primary school
- A confident and clear leadership style able to support a strong and effective team
- Demonstrable track record of raising standards and improving outcomes
- Demonstrable ability to build on individual and team strengths as well as develop ideas
- Understanding of the challenges faced by schools based on geographical, financial, political, and social factors
- Ability to raise standards in achievement and progress
- Successful experience of financial planning and managing a school budget
- Extensive and successful staff management experience
- Successful experience of recruiting and retaining staff as well inspiring and motivating others
- A collaborative style of working with a Board of Governors and Senior Management Team
- Ability to understand, retain and explain complex data to monitor and improve outcomes for all pupils
- A clear understanding of safeguarding issues and current legislation
- Ability to develop and maintain good relationships with all members of the school and local community, and to work co-operatively with the Local Authority and other local schools
- Ability to implement school self-review and evaluation.

Qualifications

- Degree and Qualified Teacher Status and currently on leadership scale.
- NPQH (Desirable)

Job Description

Duties

This job description is subject to the general conditions of service for a Headteacher, as set out in the latest School Teachers' Pay and Conditions Document. This job description is based on the National Standards of Excellence for Headteachers (2015).

Main Purpose

The Headteacher will have overall responsibility for the organisation, management and conduct of the school, providing professional leadership and strategic direction to ensure the achievement of the highest possible standards in all areas of the school.

This includes:

- Leading by example and providing inspiration and motivation to the whole school community, promoting high levels of progress and attainment within an inclusive, caring, and safe environment.
- Working in partnership with the whole staff and governors to maintain the school's ethos which values all members of the school community as individuals and seeks for them to 'Give their best and achieve their highest'.
- Ensuring that strategic planning takes account of the diversity, values and aspirations of the families who attend the school, and the wider local community.
- Maintaining a high standard of behaviour, supported by policies and practices that promote self-esteem, self-discipline, independence, and responsible attitudes.

Learning and Teaching

The Headteacher will ensure that learning is always at the heart of the school and take responsibility for continuing to ensure a high quality of teaching and learning across the whole school.

This includes:

- Inspiring and motivating every teacher to deliver a high standard of quality first teaching for every pupil every time.
- Promoting a culture of continuous improvement and development for every child.

- Leading, developing, and monitoring the curriculum to ensure a creative, flexible and balanced approach for every child, that stimulates enjoyment and enthusiasm for learning.
- Promoting and encouraging creativity and innovation in the use of new technologies to enhance teaching and learning.
- Developing and maintaining a broad range of extra-curricular activities across the school.
- Maintaining and developing effective systems for communicating with pupils, parents/carers, staff and governors to ensure that individual targets and progress are achieved.
- Ensuring that all pupils receive equal access to high quality education designed to challenge and stimulate, delivered in a disciplined, safe, and healthy environment.
- Ensuring that all pupils, including those with SEND, and their families are aware of the high expectations held for them and are supported to achieve them.

Develop Self and Others

The Headteacher will lead, motivate, support, challenge and develop the whole school team to ensure that everyone in the school can achieve their potential.

To achieve this the Headteacher will:

- Lead by example and create a shared commitment and responsibility for the school through collaborative teamwork, distributed leadership and professional reflection.
- Build a collaborative culture which embraces change and progression.
- Treat people fairly and equitably, with dignity and respect, to maintain a positive school culture and to support an appropriate work/life balance.



Manage the Organisation

The Headteacher will ensure that the school's systems, organisation and processes are well

considered, efficient and fit for purpose, upholding the principles of transparency, integrity, and probity.

In particular, the Headteacher will:

- Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively.
- Set appropriate priorities for expenditure within a balanced budget and ensure effective and efficient financial and administrative controls, in partnership with the Governing Board.
- Produce and implement clear evidence-based plans and policies to improve the school environment, including its facilities, and ensure high levels of achievement for all pupils.
- Recruit, retain and deploy staff appropriately and manage their workloads to achieve the school's objectives.
- Maintain effective systems for safeguarding all pupils, working with external agencies as required.
- Establish rigorous, fair, and transparent monitoring and evaluation to effectively manage the performance of all staff, whilst addressing any underperformance, supporting staff to improve and recognising and modelling excellent practice.

Accountability

The Headteacher will be accountable to the Governing Board and others, including pupils, parents/carers, staff, the Local Authority, and the wider local community, to achieve the highest levels of efficiency and effectiveness.

The Headteacher will:

- Promote a culture of accurate self-evaluation among the whole school staff so that they feel accountable for the success of the school.
- Provide accurate, timely and appropriate accounts of the school's performance to a range of audiences including the Governing Board, parents/carers, the Local Authority, the wider local community, Ofsted and others to enable them to take meaningful action, where needed to support the school.
- Ensure all legal requirements for health and safety, maintenance and financial management are fulfilled, including risk assessment procedures.

Strengthen the Community

The Headteacher will engage effectively with the internal and external school community, ensuring that parents/carers and pupils are well informed about the vision and plan for the school to encourage their involvement in driving forward high achievement for all.



The Headteacher will:

- Maintain and promote strategies which value the diversity of the school community and ensure the provision of equal opportunity and treatment of all members of the school community regardless of race, disability, religion, gender, sexual orientation or any other protected characteristic.
- Collaborate with external agencies to ensure high academic achievement and the spiritual, moral, social and cultural wellbeing of all pupils and their families.
- Develop and maintain effective partnerships with other primary and secondary schools, the Local Authority and other agencies to further pupil welfare and achievement.

Safeguarding and Promoting the Welfare of Children

The Headteacher will:

- Be fully aware of and understand the statutory duties and responsibilities in relation to child protection and safeguarding children and young people.
- Ensure that the Governing Board is made aware and kept fully informed of any concerns which he/she may have in relation to safeguarding and/or child protection.
- Provide a calm, safe and organised learning environment where all pupils can achieve well, where staff and pupils are focused on safeguarding, and where pupils are expected to have high standards of attendance.
- Ensure that all statutory and advisory duties regarding safeguarding are in place and monitored robustly.



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