



HEADTEACHER

Oakington Manor Primary School

**Oakington Manor Drive
Wembley
HA9 6NF
02089022871**

www.oakmanor.brent.sch.uk

Inspiring Children – Impacting The Future



Oakington Manor Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. An Enhanced DBS check is required for all successful applicants.



A welcome message from the Chair of Trustees

Dear Candidate,

Thank you for expressing interest in the post of Headteacher at Oakington Manor School. Oakington is a much loved, over scribed and successful school in Wembley, Brent. Our children come from a wide variety of backgrounds, reflecting the borough's cultural and economic diversity. We strive to give our children the best possible education and start in life and to inspire in every child a love of learning.

The post of Headteacher will be effective from September 2021. The existing leadership of the School has built up a dedicated, highly competent and stable staff who respond well to positive, distributive leadership and are passionate about the positive outcomes for our children. There is a strong culture of development and learning for all stakeholders.

Our parents are strongly committed to helping their children succeed and enjoy school. Members of the wider community, and trustees make valuable contributions to school life, helping our children learn about the world around them.

We are in walking distance of Stonebridge Park station, near Wembley Park station and the area is served by excellent bus routes. The school has an extensive car park if arriving by car.

Visits to the school are strongly recommended. The school will be hosting visits for the candidates week commencing 22nd March 2021. Please contact Karen Tomlin on 0208 902 2871 to confirm attendance.

We hope you will apply for and look forward to welcoming you to Oakington Manor.

Yours sincerely,

Mr. Jo. Jhally Chair of Trustees Excellence in Education Trust.



Advert

HEADTEACHER

To start: September 2021

Salary Range Leadership Scale L19 – L24

The Trustees, Staff, and pupils of Oakington Manor School are looking for an inspirational Headteacher, who is passionate, innovative and enthusiastic about pupil outcomes to join our fantastic team and build on the success of our school, judged as outstanding in 2010.

Are you:

- A dynamic leader with a proven track record of working in a diverse Primary School
- Charismatic and inspirational with an ability to motivate children, staff and parents
- Skilled at unlocking children's and staff potential to help them succeed
- Excellent communicator with high levels of emotional intelligence
- Imaginative, creative and resilient at meeting new challenges
- Able to lead research, develop best practice and disseminate it across the school and to wider audiences
- Knowledgeable about safeguarding and SEND

If you have the professional characteristics and feel ready for the challenges that such a vital role brings then take the first step by visiting our school to see it in action.

Please contact the school office for an application pack. We welcome visits, please arrange this by contacting Karen Tomlin 020 8902 2871

Closing Date: 29th March 2021 at 9.00am

Interviews: Week commencing 19th April 2021



HEADTEACHER Person Specification

E = Essential Criteria D = Desirable Criteria

| Qualifications | | |
|-----------------------------------------------------------------------|----------|----------|
| Qualified Teacher Status | E | |
| Evidence of relevant professional development | E | |
| Safeguarding training and safer recruitment training/recruiting staff | | D |

| Culture and Ethos | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community | E | |
| create a culture where pupils experience a positive and enriching school life | E | |
| uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life | E | |
| promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment | E | |
| ensure a culture of high staff professionalism | E | |
| 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 | E | |
| ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy | E | |
| implement consistent, fair and respectful approaches to managing behaviour | E | |
| ensure that adults within the school model and teach the behaviour of a good citizen | E | |
| ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs | E | |
| 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 | E | |
| 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 | E | |

| Curriculum and Teaching | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| 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 | E | |
| ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains | E | |
| ensure effective use is made of formative assessment | E | |
| ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught | E | |
| establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities | E | |
| ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading | E | |
| ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum | E | |
| ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities | E | |
| establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively | E | |
| 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 | E | |
| ensure the school fulfils its statutory duties with regard to the SEND code of practice | E | |

| Organisational Effectiveness | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care | E | |
| prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds | E | |
| ensure staff are deployed and managed well with due attention paid to workload | E | |
| establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently | E | |
| ensure rigorous approaches to identifying, managing and mitigating risk | E | |
| 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 | E | |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|
| 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 | E | |
| forge constructive relationships beyond the school, working in partnership with parents, carers and the local community | E | |
| commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support | E | |
| establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils | E | |

**The panel will use the following assessment tools:
Application Form, Interview, Selection Activities and
References**



HEADTEACHER

JOB DESCRIPTION

Responsible to: Executive Head Teacher and the Trustees of Excellence in Education Multi Academy Trust.

Responsible for: Carrying out duties in line with the conditions of employment as set out in the current *School Teachers' Pay and Conditions document*, the *National Standards of Excellence for Head teachers*, and the policies and procedures of EiE Trust.

CORE PURPOSE

To provide dynamic and professional leadership for Oakington Manor School (part of Excellence in Education MAT) to secure its continued success and improvement, ensuring high quality education for all its pupils. To support the leadership of the school, including the Executive Head Teacher, in inspiring, challenging, motivating and empowering all members of the school community to carry the vision forward. To support the leadership in managing the school's resources effectively and to cultivate a safe environment that secures and promotes the highest achievement of both pupils and staff.

To play a lead role, in partnership with the Executive headteacher, on working with the trustees of Excellence in Education MAT to ensure the school vision, which embraces excellence, high standards and inclusion is clearly articulated, shared, understood and acted upon effectively by all.

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Standards and inclusion is clearly articulated, shared, understood and acted upon effectively by all.

Secure excellent teaching to achieve high standards of learning and attainment across the primary phase.

Support all staff to achieve high standards and promote a collaborative learning culture within the school

Ensure inclusion, diversity and access

Lead by example to foster an open, fair, equitable culture where alternative perspectives are considered

Play an informative role in managing the school's delegated budget and resources astutely to Maximize their use and value

Develop and sustain effective relationships with the Trustees, and the Chair of Trustees in particular, to ensure effective governance of the school

Build/develop and maintain effective relationships with parents and all members of the School and wider community to enhance the education of all pupils

Carry out any other such duties as the Trustees may reasonably direct.