



Parklands

Primary School



Head Teacher Candidates Pack



Letter from the Chair of Governors

Dear Applicant,

Thank you for your interest in the position of Headteacher of Parklands Primary School.

We have been established as a Primary school since 2021 and are already working with a shared vision and strong values. We are the largest primary school in Havering and have approximately 900 students on roll.

Children are at the centre of what we do: specifically encouraging children from our demographic to achieve their true potential and enable them to succeed. The school aims are:

- We value each member of the school community and aim to develop each individual's potential and remove barriers to learning.
- We aim to ensure that everyone is able to participate fully in school life, making reasonable adjustments wherever possible to accommodate all members of the school community.
- The school aims to encourage positive attitudes towards diversity among staff and pupils to ensure that everyone is treated equally and achieves individual success.

We want to help build a world where all children and young people are given the opportunity to succeed, aspire and reach their own potential. Our mission is for every child to leave our school equipped with the essential skills they need to contribute effectively to society and to become well-rounded, confident, happy adults.

We are now looking for a Headteacher who can continue the excellent work that has been done on developing our newly amalgamated primary school.

To learn more about us, visit our website: www.parklands@haverling.sch.uk

Visits to our school are welcomed and we would be delighted to show you around. To make an appointment to visit, please do not hesitate to contact Mrs. Claire Whiffin by email cwhiffin@parklands.haverling.sch.uk or call on 01708 743404 to arrange an appointment or to discuss the role further.

Yours Sincerely,

Nicola Hall (Chair of Governors)



Head Teacher

Grade: L29 - L34

Contract: Permanent

Start Date: 1st September 2023

The Governing Board are seeking to appoint an enthusiastic and inspirational Headteacher to lead this successful and highly regarded community school.

We are seeking to appoint a strong, proactive and ambitious Headteacher to lead our team. We can offer the successful candidate happy, very well-behaved children who are a pleasure to teach every day. A supportive, hard-working and friendly staff who are dedicated to the school's continuous improvement as well as supportive families who want the very best for their children.

You will have:

Recent and successful experience as a senior leader in a primary school or academy, with a proven track record of exemplary teaching practice and of leading school improvement and raising achievement.

Evidence of successfully leading and managing change in pursuit of strategic objectives which are translated into action plans to ensure the educational success of the school on its journey towards outstanding.

Knowledge and understanding of primary education including early years and the current national policy framework and initiatives, combined with experience of using assessment and data to track and analyse pupil progress and setting targets of for improvement.

Ability to think strategically and articulate a clear vision which is implemented through managed and monitored action plans that introduce appropriate innovation whilst building on the school's vision.

A strong motivation and drive, demonstrating high standards of behaviour and integrity that quickly gains credibility as a leader committed to the inclusive development of young people and staff.

Successful experience of coaching and mentoring colleagues to achieve continuous improvement to ensure that all staff develop and grow.

In-depth knowledge and understanding of safeguarding legislation, statutory guidance and knowledge and experience of preparing and participating in school inspections to ensure that appropriate systems are in place and communicated effectively.

Ability to think strategically and articulate a clear vision which is implemented through managed and monitored action plans that introduce appropriate innovation whilst building on the school's vision.



A strong motivation and drive, demonstrating high standards of behaviour and integrity that quickly gains credibility as a leader committed to the inclusive development of young people and staff.

We Offer:

A unique, financially sound primary school at the heart of the local community that is set in exceptional grounds. Key values that encourage everyone in our school to be kind, responsible and respectful to all where each individual is valued and encouraged to believe in themselves and adopt an 'I can do it' attitude.

An environment of active collaboration between home, school, and the local community where we strive to develop resilient, confident and independent learners who enjoy learning and are ready to face new challenges.

Dedicated and enthusiastic staff who work well together and are encouraged to have key impacts on school development plans and initiatives.

A stable, knowledgeable and pro-active Governing Board that supports improvement of the overall provision of education. Strong and supportive parental engagement and an active PTA.

A happy school and a supportive place to work and develop skills, with a teamwork ethos in all aspects of school life. Parklands Primary School is an equal opportunity employer. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our pupils and staff.

Parklands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safer recruitment practices and the successful applicants will be required to apply for an Enhanced Disclosure and Barring Service check. A copy of our Safeguarding Policy is available to view on our website.

Please refer to the recruitment pack before completing your application form.

Tours of the school available on: Week commencing 6th February 2023

Closing date: 12 noon 20th February 2023

Interviews will be held week beginning 6th March 2023.





About our School

Parklands Primary School believes in creating a culture of high expectation, collaboration and ambition amongst all members of the school community.

We aim to instil a desire for constant improvement amongst staff, governors and children and deliver inspired teaching that encourages positive attitudes towards lifelong learning. We want our children to feel valued and confident as individuals and ensure they feel supported, safe and cared for in our school.

We aim that children leave Parklands Primary School with a clear sense of responsibility and independence and an understanding of the importance of community and how their behaviour impacts upon others.

We aim to inspire success in our children by creating rounded individuals who seek out lifelong opportunities to learn in order to be the best they can be.

Our School Aims

- We value each member of the school community and aim to develop each individual's potential and remove barriers to learning.
- We aim to ensure that everyone is able to participate fully in school life, making reasonable adjustments wherever possible to accommodate all members of the school community.
- The school aims to encourage positive attitudes towards diversity among staff and pupils to ensure that everyone is treated equally and achieves individual success.



Job Description

Key Accountabilities

Shaping The Future: The Head Teacher will ensure that their leadership demonstrates commitment to promoting and developing the existing good practice through the search for excellence in all areas of its work.

Leading Learning and Teaching

The Head Teacher leads a learning community; search for excellence is given expression in learning and teaching which recognise pupils' individual worth. The Head Teacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff.

Main tasks/actions:

- Demonstrate the principles and practice of effective teaching and learning.
- Ensure a consistent and continuous school wide focus on pupils' achievement which reflects the agreed vision and values, using data and benchmarks to monitor progress in every child's learning.
- Lead in accessing, analysing and interpreting information to inform planning for improvement.
- Initiate and support research and debate about effective teaching and learning.
- Develop relevant strategies for improvement.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, and effective approaches to learning and teaching in line with the schools agreed educational vision and values, which are embedded in a
- culture and ethos of challenge and support where all pupils understand their individual worth, can become engaged in their own learning and achieve success.
- Demonstrate and articulate high expectations, promoting individual and community aspirations by establishing challenging targets for the whole community.
- Implement strategies which secure high standards of behaviour and attendance and which reflect the school's agreed values in their response to the needs of vulnerable individuals.
- Determine, organise and implement a diverse and flexible curriculum which takes account of the needs and aspirations of all pupils.
- Implement an effective assessment framework.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils and staff.



Developing Self and Working with Others

The Head Teacher's relationships with pupils, parents/carers, and staff should demonstrate a belief in their unique contribution as individuals, valued and respected by all. They will recognise and act upon their own potential for growth and that of others.

Main tasks/actions

- Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the school's agreed vision and values. Manage conflict effectively, seeking positive outcomes.
- Build a collaborative learning culture within the school community and actively engage with other schools.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, including clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations and aspirations for self and for others, taking appropriate action when performance is unsatisfactory and giving and receiving effective feedback.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Give and accept support from colleagues, and the senior leadership team.
- Have regard for the well-being of self and others, managing own workload to promote a healthy work-life balance and encouraging and enabling others to do likewise.
- The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.
- This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





Person Specification

	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none">• Qualified Teacher Status• Evidence of Continuing Professional Development relating to school leadership/ curriculum development	NPQH or further professional qualification
Experience	<ul style="list-style-type: none">• Successful leadership experience• Successful teaching experience within the EYFS/ Primary age range	Advanced Skills/Leading Practitioner status
Strategic Leadership	<ul style="list-style-type: none">• Ability to provide clear educational vision and direction• Ability to inspire and motivate all stakeholders• Evidence of developing effective strategies for school improvement• High level of involvement with school improvement planning• High level involvement in monitoring and evaluation procedures leading to clear impact• Ability to work in partnership with senior leaders and trustees• Ability to set challenging targets for children and staff• Ability to analyse and use pupil data on attainment and progress to raise standards• Secure knowledge of the current Ofsted Framework• Understand the principles of effective teaching and learning• Strategic Leadership experience across EYFS, KS1 and KS2	Use of assessment data management systems to improve standards
	Essential	Desirable
Leading Teaching and Learning	<ul style="list-style-type: none">• Successful experience of monitoring, evaluating and improving the quality of teaching and learning• Understanding the role and impact of assessment in children's learning• Secure knowledge of statutory requirements relating to curriculum and assessment• Experience of leading curriculum innovation• Successful experience of developing effective learning behaviours	Successful experience of integrating British values into school life
Managing Resources	<ul style="list-style-type: none">• Successful experience of managing budgets• Ability to manage, monitor and review available resources, ensuring value for money	Budgetary management at whole school level Experience of recruiting and deploying staff



Person Specification

	Essential	Desirable
Leading and Managing Staff	<ul style="list-style-type: none">• Ability to lead, manage and motivate across the school community• Ability to establish positive working relationships• Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams• Successful experience of identifying the need for, and leading, in-service training• Significant experience of taking a lead role in performance management of staff including leading lesson observations• Experience of dealing with staff when performance gives cause for concern• Experience of working with governors	
Personal Skills and Qualities	<ul style="list-style-type: none">• Strong commitment to raising standards• High expectations of self and others Ability to establish and maintain positive relationships, including with parents Ability to remain positive and enthusiastic, including when under pressure• Good communication skills• Empathy with children	Effective computing skills for both teaching and management
General	<ul style="list-style-type: none">• Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools• Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil• Good understanding of and commitment to child protection procedures• Understand procedures and legislation relating to confidentiality• Be prepared to develop and learn in the role	

