



Tatsfield  
Primary School

# Headteacher

Information for Applicants

*Start September 2023*



Tandridge Learning Trust

A school within Tandridge Learning Trust



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## WELCOME

Thank you for your interest in the post of Headteacher. We hope that the information contained within this brochure provides you with an insight into our caring and very popular community school and the exciting opportunity that this role will offer.

Tatsfield Primary School is a one-form entry school, situated in the centre of a picturesque village on the East Surrey / Kent borders. The school joined Tandridge Learning Trust in May 2017 along with three other local primary schools and one secondary school. We all work closely together to offer the best possible education for all pupils, seeking improved outcomes through mutual support and collaboration.

The school, whose history dates back to 1846, moved to its new location in April 2010. It has spacious grounds and gardens with play areas, a large sports playing field and use of two Multi-Use games areas.

We have 207 children currently on roll aged 4-11 years. Tatsfield Primary School is a caring and vibrant school where all staff want the best for all pupils. Tatsfield's core central purpose is to provide an excellent all-round education and to promote an enjoyment of learning.

Our friendly school is very much about partnership; our children are full of enthusiasm and are well supported by dedicated, experienced staff and we are lucky to also benefit from excellent parental involvement. The governors and trustees are now looking to appoint an inspirational leader with the vision and skill to continue the journey towards our realistic ambition to be 'Outstanding'.

If you believe you can lead our school into the future and have the right combination of experience, skills and attitudes to really drive continuous improvement, then this is a really exciting opportunity and we look forward to receiving your application and meeting you.

*Rebecca*

Rebecca Plaskitt  
Chief Executive  
Tandridge Learning Trust

*Jill*

Jill Hancock  
Chair of Governors  
Tatsfield Primary School





## ABOUT OUR SCHOOL

### Our Aim

When children and adults join Tatsfield, we want them to feel that our school is a happy and welcoming place where individuals are valued for themselves and all that they bring to our school. We aim to create a supportive and inclusive environment in which children are nurtured to achieve their full potential and enjoy learning as we aim for excellence. Parents are invited to join us as partners in our learning community and as part of our school family.

We hope that the experiences and encouragement that we provide at Tatsfield will enable our pupils to move on to the next step in their lives, confident and well-developed in body, mind and spirit.

### Our Children

The children of Tatsfield Primary School are happy and confident and come to school each day eager to learn. They have good and respectful relationships with each other and the staff. Their behaviour is very good and they wear their uniform with pride. Visitors to the school comment on the children's courtesy and politeness as they move around between lessons and their focussed attitudes to their learning. Attendance is good and absence rates are very low.

The Ofsted inspectors in October 2021 reported: "Pupils enjoy the calm and nurturing community of Tatsfield Primary School. It is a safe place where they feel happy and cared for. Pupils behave very well. They have positive attitudes towards their learning".







## ABOUT OUR SCHOOL

### Academic Achievement

Tatsfield has a good reputation for its academic achievements over many years. Published data shows that attainment at all points is above National including that for Disadvantaged pupils. Aspirational targets have been set for all pupils and the most recent data capture shows we are on track to achieve these. Children make good progress and termly assessments on Arbor and our own bespoke assessments together with pupil progress meetings ensure that children's progress is closely monitored. Our most able and SEN pupils are well catered for within class differentiation as well as specific interventions designed to challenge and stretch.

We are successful at 'closing the gap', with our Disadvantaged pupils, the majority of whom catch up with their peers during their time with us. We use a variety of successful interventions and operate a robust monitoring regime including the use of timely tracking data to ensure impact. Cross-school moderation and external moderation ensures judgements are sound.

Tatsfield carefully monitors children from ethnic minorities, those who are 'Looked After' and 'Post-Looked After Children'. We have a culture of nurturing and high aspirations, leading to stronger outcomes for these pupils.

### Safeguarding

A strong culture of safeguarding is visible across the school and regular auditing and action plans ensure we are in line with best practice.





## ABOUT OUR SCHOOL

### Staff

Tatsfield staff are committed, hard-working and caring. We have a healthy balance between established and newer teachers; the School and the Trust are committed to ensuring access to a wide range of CPD opportunities. There is a strong sense of teamwork across all staff who share the commitment to achieve the best outcomes for children.

The Ofsted inspectors in October 2021 reported: "Staff feel well supported and valued."

The teaching staff are well supported by a range of experienced TAs and by support staff. In addition, we work closely with the Tandridge Learning Trust Shared Services Team which provides centralised expertise and support to all our schools.

### Facilities

Tatsfield has well-equipped facilities and spacious premises, with extensive playgrounds and large areas of outside space providing good access to outdoor learning opportunities. A community orchard has been developed by the school for fieldwork use in the curriculum and also for families to use outside of school time.

Inside, we have seven classrooms, two group rooms, cooking facilities, a kiln for pottery and a large sports hall. There is a well resourced library and a community room.

The school is equipped with its own kitchen, where fresh food is cooked daily for school meals.







## ABOUT OUR SCHOOL

### Extra-curricular Activities

Children are able to participate in numerous activities and are encouraged to try new things. Clubs take place before, during and after school and are run by both staff and outside agencies. Pupils have opportunities to go on residential trips as well as numerous day excursions designed to enrich the curriculum.

Music and drama are also a focus, with active choirs, a school orchestra, various instrumental ensembles and a popular drama group.

Sport is a strong part of school life with teams representing the school in local and national competitions.

### Community

We consider it vital that our school serves the community both locally and on a more global basis.

We encourage children to take part in fundraising for a number of charities, deepening their understanding of the needs of others and their ability to make a real difference.

Our children also take part in a number of local community events, and we welcome visits from members of the local community including the fire brigade, community police, local clergy and many others.

### Virtual Tour

We've created a Virtual Tour of the School. You can view the Virtual Tour on Vimeo, by clicking the link that follows or by typing it into your browser: <https://vimeo.com/471186092>





## JOB DESCRIPTION

Job Title	Headteacher
School / Phase	Tatsfield Primary School / Primary Phase
Accountable to	Chief Executive, Tandridge Learning Trust
Responsible for	School Staff
Grade / Scale / TLR	Leadership Scale - L15-L21 (London Fringe)

### Job Purpose

To provide effective and inspirational leadership and management of the school, ensuring the focus on continuous improvement. To continue to ensure that the positive and caring ethos of the school is maintained whilst achieving improved standards in provision and outcomes for every child.

To create a learning environment which is in line with the vision and aims shared across Tandridge Learning Trust for high aspirations, effective learning and exceptional personal development for all children.

To champion, extend and enhance relationships across the Trust and between the school and the local community.







## JOB DESCRIPTION

### Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school. Professional duties are to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by the DfE and the Headteachers' standards. This job profile should be read alongside the range of duties and responsibilities of Headeachers described in those documents and nothing in this job profile should be regarded as detracting from those.

#### Strategic Planning and Responsibility

- Provide vision, leadership and a clear direction for the School with the support of the CEO, Trustees and local governors
- Keep abreast of and critically appraise educational developments, national agendas and new legislation, synthesising the information to support the understanding of others and to develop evidence-based improvement strategies
- Ensure that learning is at the centre of the School's strategic planning and resource management
- Lead by example in demonstrating the vision and values in everyday practice
- Commit to collaborative working and learning development across the Trust
- Present a coherent and accurate account of the School's performance to a range of relevant audiences

#### Teaching and Learning

- Promote and secure outstanding teaching, effective learning and the highest standards of achievement for every child, including those with additional and special educational needs and disabilities
- Ensure high expectations for positive behaviour for learning
- Determine, organise, implement and monitor the curriculum and its assessment reliably, in order to identify and act on areas for improvement







## JOB DESCRIPTION

- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, in order to set and meet challenging, realistic individual targets for every pupil
- Promote a broad, exciting and challenging curriculum that inspires children to develop their own learning and reach their full potential
- Take a strategic role in the development of new technologies to enhance and extend the learning experience of pupils and staff

### Pastoral

- Establish, sustain and role model positive behaviour management, ensuring pupils adhere to the school code of conduct and deal with any concerns appropriately
- Create and promote positive strategies for challenging under-performance of any groups of learners, challenging prejudice, bullying and discrimination and dealing with it appropriately and effectively
- Promote extra-curricular and personal development opportunities to pupils
- Liaise with parents and external professional agencies as appropriate regarding educational and pastoral intervention
- Support other staff in the management of pastoral support







## JOB DESCRIPTION

### Leadership

- Effectively manage school finances and human resources to achieve educational goals and priorities in partnership with the MAT Shared Services team
- Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control thereby demonstrating effective financial management
- Develop and manage the school and facilities efficiently and effectively to ensure it meets the needs of the curriculum and all compliance, health and safety regulations
- Ensure all relevant policies and procedures are implemented, reviewed, meet statutory and organisational requirements and contribute to continuous school improvement
- Be innovative in recruiting, retaining and deploying staff to achieve the vision and aims of the school, recognising achievement and dealing with performance concerns as they arise
- Provide creative and visionary leadership in order to build effective teams and provide strategic direction
- Implement and sustain effective systems for the management of staff performance and development, drawing from internal and external resources
- Guarantee that outstanding teaching and professionalism remains a core focus and that all staff recognise their role in the success of the school
- Provide information, advice and support to the Governors and Board of trustees to enable them to meet their responsibilities to the school







## JOB DESCRIPTION

### School Community

- Create and maintain an effective partnership with parents to support and improve pupils' achievements and personal development, ensuring they are well informed regarding the contribution they can make
- Support the development of the school within the Trust and the wider community. strengthening partnerships, promoting community cohesion and establishing a range of inclusive and consultative links with internal and external partners
- Identify opportunities for pupil learning, engagement and enrichment in community activities

### Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy







## PERSON SPECIFICATION

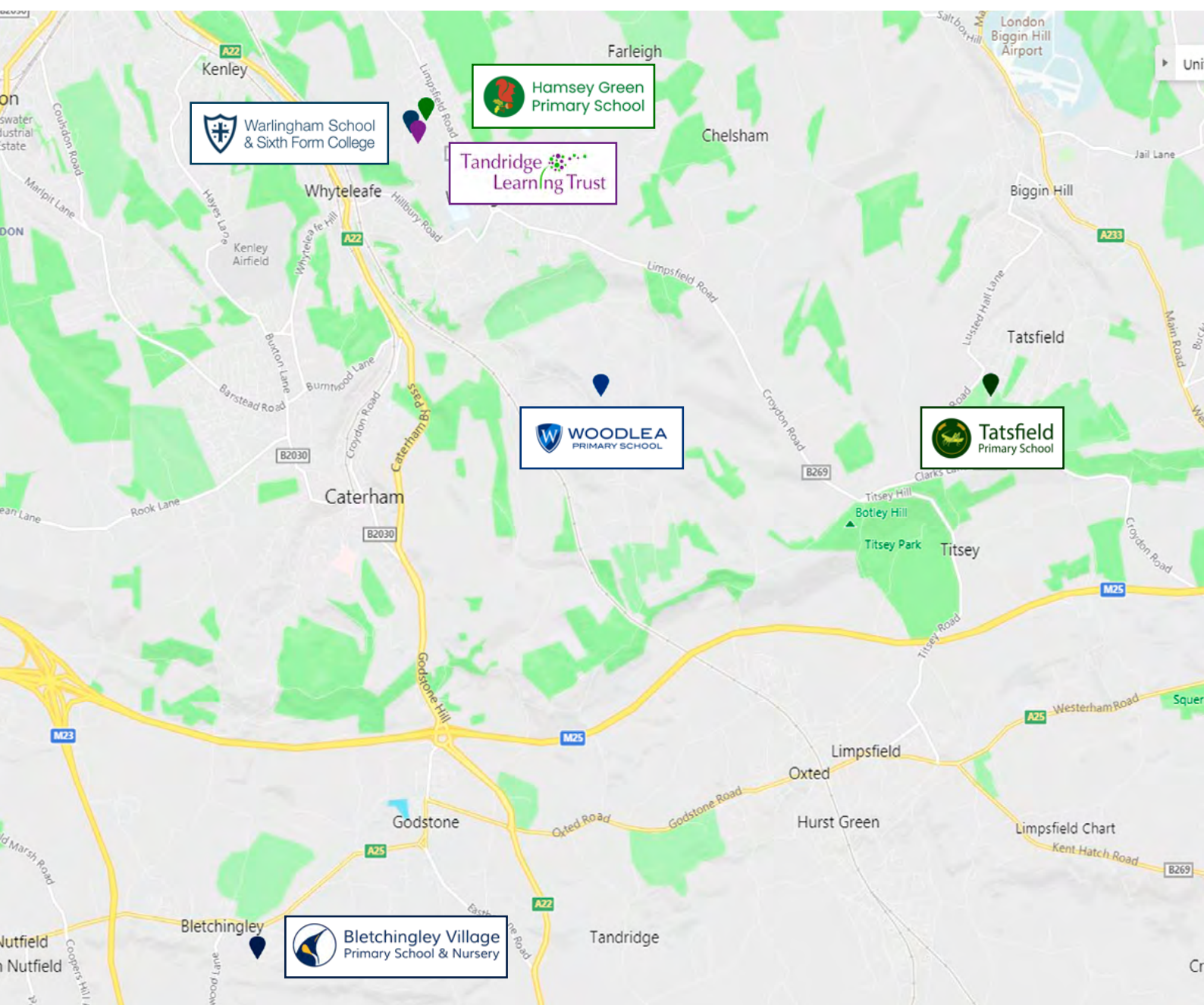
	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Experience in a successful senior leadership role and has made a significant and sustained contribution to primary school development</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant leadership qualification e.g. NPQH</li> </ul>
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of current educational issues and their application in a primary school context</li> <li>• Excellent subject and curriculum knowledge across all key stages</li> <li>• Health and Safety regulations within a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Financial control and budgeting</li> </ul>
SKILLS & APTITUDES	<ul style="list-style-type: none"> <li>• Able to raise standards, with high expectations of others</li> <li>• Able to inspire pupils and colleagues</li> <li>• Team player</li> <li>• Excellent organisational, communication, presentation and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical aptitude</li> <li>• High level of IT skills</li> <li>• Good time management</li> </ul>
LEADERSHIP & MANAGEMENT	<ul style="list-style-type: none"> <li>• Able to lead, motivate, enable, manage and inspire others to give their best and achieve results</li> <li>• Creates a positive, innovative and friendly workplace where everyone aims high and achieves their best</li> <li>• Encourages others to communicate positively, have ideas and formulate new options and solutions</li> <li>• Listens to views and permits debate whilst enjoying the authority to take decisions</li> <li>• Alert and responsive to changing situations with flexibility and adaptability</li> </ul>	<ul style="list-style-type: none"> <li>• Ambition and drive to succeed</li> <li>• Project Management</li> </ul>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Confident with a positive outlook</li> <li>• Challenges the status quo in order to achieve a culture dedicated to continuous improvement and best practice</li> <li>• Integrity, trustworthy and transparent</li> <li>• Independent thinker, reflective, innovative and willing to challenge established practices</li> <li>• Demonstrates core values of kindness, honesty, respect and commitment</li> <li>• Combines authority with compassion</li> </ul>	<ul style="list-style-type: none"> <li>• Prefers to work at pace and maintain a high work rate</li> <li>• Flexible and adaptable</li> </ul>
SAFEGUARDING	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the School/Trust Child Protection and Safeguarding policy and the Staff Code of Conduct</li> <li>• Safer Recruitment knowledge and understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Designated Safeguarding Lead experience</li> </ul>



## TANDRIDGE LEARNING TRUST SCHOOLS

Tandridge Learning Trust currently comprises four primary schools and one secondary school. Our schools are all within a ten mile radius but despite the proximity they are all quite different in their own context. We celebrate the individuality of each school, whilst benefiting from the support and benefits of being part of a multi-academy trust.

To find out more about each of our schools please visit their websites. If you are viewing this document electronically, you can click directly on the logos below for a direct link to these.







## APPLICATION AND INTERVIEW INFORMATION

Applicants must complete a Tandridge Learning Trust application form and submit it to the HR Team at the Trust ([HR@TandridgeLearningTrust.co.uk](mailto:HR@TandridgeLearningTrust.co.uk)) by **10am on Thursday 26th January 2023**. Any additional supporting information provided with your application, must not exceed two sides of A4.

Please contact Judith Standen, HR Manager, if you would like further information, to arrange a pre-application tour of the school or an informal discussion with the Chief Executive.

Email: [J.Standen@TandridgeLearningTrust.co.uk](mailto:J.Standen@TandridgeLearningTrust.co.uk) Tel: 01883 776677 Ext. 2014.

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment. The successful candidate will be required to undergo safer recruitment checks, including an enhanced DBS.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



# Tandridge Learning Trust



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[www.Twitter.com/TandLearnTrust](https://www.Twitter.com/TandLearnTrust)

Tandridge Learning Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059 and has a registered office at Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB.