



Headteacher

Candidate Pack

Information for Candidates

Pay Range	L18 (£67,496) to L24 (£77,643)
Start Date	Summer Term Tuesday 19th April 2022
Closing Date	Midday on Friday 5th November
Shortlisting Date	Monday 8th November
Interview Dates	Wednesday 17th November and Thursday 18th November

APPLICATION PROCESS

Thank you for your interest in this post. Please find the following documents included in this candidate pack:

- Information for candidates
- Letter from the Chair of Governors
- About our school
- Job Description
- Person Specification



KEY DATES

Closing date for applications is Midday on Friday 5th November.

For a confidential discussion regarding this post, or arrange a visit, please call Francis Saunders on 01895 462390 or 07958 608828.

It is anticipated that shortlisting will be finalised by Monday 8th November and short listed candidates invited to attend interview, for a two day selection process, on Wednesday 17th November and Thursday 18th November.

We are committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks.

References will be taken up prior to interview.

Additional information about our School can be found on our [website](#)

TO APPLY:

Please complete the application form via [Crinkle Recruitment](#)



Letter from Chair of Governors

Dear Candidate,

Thank you for your interest in the exciting opportunity to join our school as Headteacher. We have put together this pack to give you some information about our school and to outline what we are looking for in our new Head Teacher. The Breakspear School is a highly regarded Primary school, nestled in the heart of a lively, family oriented community. Due to the retirement of our present headteacher in April 2022 we are looking for a new headteacher with a dynamic outlook and exceptional leadership qualities to take our school on to even greater success.

The Breakspear School is a forward looking and creative school, which aims high for all its children, both in their academic achievement and in their social, spiritual and emotional development. It has a good reputation for its extracurricular activities, through its music, sport and academic clubs, a very active parents association and we have also recently developed outside activity areas and have plans for more enhancements. Our school has always been open to new developments, and we wish to build upon the already strong links we have established over the years with community groups and other local schools.

We are looking for a forward-thinking, enthusiastic, nurturing and inspirational individual who will set out and lead on a clear vision for our school's future, building upon its existing strengths and driving our improvement agenda. Furthermore, we are looking for a candidate who will:

- Work with staff and pupils to get the best out of each and everyone.
- Lead, empower and motivate and can demonstrate proven leadership experience.
- Have proven experience of accelerating pupil progress through assessment and intervention and an understanding of how to lead this.
- Have expert knowledge of data and can demonstrate how to use it to raise standards and show progress.
- Have good levels of self-awareness and is committed to CPD.
- Be able to lead a large team of adults including teachers, teaching assistants, office and site staff.

In return, you will find:

- A professional challenge with great rewards.
- A modern primary school, which is rich in resources, talent and good values.
- The opportunity to make a significant contribution to the future achievement and continued success of our school.
- Our commitment to your professional development.
- A very supportive community – parents, other schools, local businesses and the wider community.

Letter from Chair of Governors

The successful candidate will be well supported by staff and a committed Governing Body that is willing to embrace strategic change and continue to support the adoption of modern teaching methods and all that is needed to support our children to become good citizens and lifelong learners.

This is your opportunity to shape future generations of enthusiastic and creative children.

If you think this might be the right opportunity for you, we would like to invite you to visit the school, details of how to do this are in the advert. If you would also like to speak with me as chair, you can do this by emailing me at nralph@breaskpear.hillingdon.sch.uk to make an appointment for a virtual call.

Yours sincerely,

Neil Ralph
Chair of Governors



Our School

About Breakspear

The Breakspear School is a Primary School with 3 forms of entry across Reception to Year 6; it also has a 45 place Nursery (morning and afternoon intakes). We are now preparing for a change in leadership on the retirement of our Head Teacher in April 2022.

Our Structure

The Senior Leadership Team comprises the Head, Deputy Head, School Business Leader and two Assistant Heads.

The Leadership Team includes the SLT and the Year Group Leads for Nursery to Years 6.

The School has a strong and supportive Governing Body.



Our School Site

Our school is fronted by a 1930's built school building, which has benefited from many structural improvements and continuing internal upgrades. There are also many additional buildings such as teaching rooms, the school nursery and a purpose-built dance studio. We are fortunate to be surrounded by pleasant grounds, including a school field, wildlife learning and gardening areas. In the past year, we have invested in the outside space to build two new activity spaces which engage the children in imaginative physical play; more development is planned to make the school site even better for the school's children.



School Provision

At our school we are proud to offer a rich curriculum, and work hard to provide our children with a stimulating learning environment. We also offer many extra-curricular activities, including an enthusiastic music programme, diverse sports and academic clubs. We provide children with a wide variety of enjoyable school trips and participate in many community and inter-school events. We actively uphold British values, including celebrating festivals of different faiths and visiting different places of worship. We were recently recognised through a national silver award for the SMSC.

The school is fortunate to have very supportive parents. In a recent survey 97% of parents feel that children are happy at school, 96% feel that the school is safe.



Our Ethos

At Breakspear

We Aim High

Together we thrive in our school and strive to become good citizens
and lifelong learners



Aspiration

Creativity

Healthy

Independence

Excellence

Value each other

Enjoyment



Key Facts and Statistics

- ◆ **Type of school: Community School**
- ◆ **Location: Bushey Road, Ickenham, Middlesex**
- ◆ **Ofsted rating: Good**
- ◆ **Age range: Mixed primary, 3-11 years**
- ◆ **Year school established: 1937**
- ◆ **Capacity: 720**
- ◆ **NOR: 638**
- ◆ **% SEND: 6.6%**
- ◆ **Service Children: 2.5%**
- ◆ **% Pupil Premium: 7%**
- ◆ **Free School Meals: 3.9%**
- ◆ **% EAL: 28%**
- ◆ **Links to: [School Performance](#) [OFSTED Report](#) [Financial Benchmarking](#)**



Job Description

This job description is subject to the general conditions of service for a Headteacher as set out in the current School Teachers' Pay and Conditions Documents.

Job purpose: To provide vision, leadership, and direction for the school, creating, maintaining, and developing a secure foundation that will enable pupils and staff to achieve high standards in accordance with the school's aims, objectives, and policies.

Accountable: To the Governing Body

Shaping the future

1. To work with the Governing Body and other key stakeholders to set a shared vision and future strategic plan which is clearly articulated and will motivate and inspire pupils, staff, parents, and the wider community.
2. To work with the Governing Body and other key stakeholders to translate the vision into agreed objectives and operational plans which promote continuing school improvement.
3. To motivate others to create a shared learning culture and positive climate.
4. To maximise the experience and skill of the existing senior leadership team and develop leadership of the whole school.
5. Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence.
6. Ensure that strategic planning takes account of diversity, values, culture, and experience of the wider community.
7. To ensure that the vision and strategic plans are financially viable, and funding identified.

Job Description

Leading teaching and learning

To work with the Governing Body to secure and sustain effective teaching and learning throughout the school, monitoring, and evaluating the quality of provision and using available data to set priorities for improvement. This will involve being responsible for:

1. Setting high expectations and challenging targets and tackling under-performance at all levels; working towards moving The Breakspear School from a good to an outstanding school.
2. Driving a continuous and consistent school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
3. Establishing a creative, responsive, and effective approach to teaching and learning.
4. Creating a culture and ethos of challenge and support where all pupils can achieve and become engaged as independent learners.
5. Monitoring, evaluating, and reviewing the school's classroom practice and promoting improvement strategies.
6. Providing inspiration and strong strategic leadership to the teaching team to ensure that the school continues to deliver the highest standards of teaching and learning across the board and that teaching and learning is at the centre of strategic planning and resource management.
7. Ensuring that differentiated learning opportunities and strategies are in place to support those pupils with additional needs.
8. Implementing a diverse, creative, and flexible curriculum and an effective assessment framework.
9. Ensuring that a broad range of extra-curricular activities is offered at the school for all pupils.
10. Ensuring that high standards of behaviour and attendance are maintained.
11. Being able to take a strategic role in the implementation of new and emerging technologies to enhance and extend the learning experience of pupils.

Job Description

Developing self and working with others

To lead, motivate, support, challenge and develop staff to secure and sustain continuous improvement and staff well-being and to be committed to own continuing professional development. This will involve being responsible for:

1. Ensuring the development of, and maintaining effective strategies and procedures for, staff induction, professional development, and performance review.
2. Promoting and maintaining a culture of high expectations for self and others acknowledging responsibilities and celebrating achievements.
3. Ensuring that there are systems and policies in place to support the mental health and wellbeing of staff and pupils. Managing one's own workload and that of others to allow an appropriate work/life balance.
4. Ensuring effective planning, allocation, support, and evaluation of work undertaken by teams and individuals with clear delegation of tasks.
5. Sustaining a collaborative learning culture within the school and actively engaging with other schools to build effective learning communities.
6. Regularly reviewing own practice, setting personal targets, and taking responsibility for own professional development, seeking advice and support from the Governing Body and the wider professional community.

Managing the organisation

To deploy people and resources efficiently and effectively to meet specific objectives in accordance with the school development plan within financial and other resource constraints. This will involve being responsible for:

1. Ensuring the ongoing development of an organisational structure that reflects the school's values and enables the management systems and processes to work in line with legal requirements.
2. Ensuring clear evidence-based improvement plans are implemented and policies promote continuous school improvement.

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3. Recruiting, retaining, and deploying staff appropriately.
4. Creating an inspiring, professional work environment consistent with the school's values and aspirations.
5. Putting in place effective team communication mechanisms to ensure that all staff are involved in the school's development plan and are kept informed of key priorities and developments.
6. Working with governors to retain, and recruit where necessary, a high-quality leadership and teaching team deploying staff effectively to improve the school's quality of education.
7. Providing effective organisation and management skills and seeking ways of improving organisational structures and functions based on rigorous self-evaluation.
8. Building and maintaining relationships with external stakeholders, including the local authority in support of the school meeting its strategic objectives.
9. Managing the schools' financial and human resources effectively and efficiently to achieve the schools' educational goals and priorities, and ensure systems are in place for the effective administration and control of school budgets.
10. Managing and organising the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Securing accountability

To be accountable for the efficiency and effectiveness of the school to governors and others as appropriate by being responsible for:

1. Developing a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
2. Working with the Governing Body, providing timely information, objective advice, and support to enable it to meet its responsibilities.
3. Ensuring that staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous appraisal, review, and evaluation.

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4. Ensuring that parents and pupils are well-informed about the curriculum, attainment, and progress and about the contribution that they can make.

Strengthening Community

To collaborate with other schools and the wider community to share expertise and bring mutual benefits to enhance provision and promote positive relationships. This will involve being responsible for:

1. Building a culture which takes account of the richness and diversity of the school and the local community.
2. Ensuring a range of community-based learning experiences.
3. Collaborating with other schools and educational professionals to contribute to the further development of the education system, sharing good practices and promoting initiatives.
4. Promoting community cohesion and working with other partners.
5. Ensuring that strategic planning takes account of the diversity, values, and experience of the school and local community. Creating and maintaining effective partnerships with parents, governors, and the community to support and improve pupils' achievements and personal development.
6. Developing effective links with the community, through invitation, to extend the curriculum, enhance teaching and broaden learning opportunities to raise the school's value in the wider community.
7. Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school. To work as the designated Safeguarding Officer and attend regular accredited training.

Person Specification

This specification contains the qualities, requirements and characteristics that will be sought when selecting the Headteacher of The Breakspear School.

COMPETENCIES	Essential / Desirable	Method Application (A) Interview (I)
Professional qualifications and experience		
Qualified Teacher Status (QTS)	Essential	A
Proven senior leadership experience with significant experience as a Deputy or Headteacher and a sustained record of school improvement.	Essential	AI
Further professional studies related to current education initiatives and leadership and management.	Desirable	A
Experience of successful implementation and management of change.	Desirable	AI
Senior leadership experience within an Ofsted Outstanding School.	Desirable	A
Senior leadership experience in more than one primary school.	Desirable	A
Leadership and management		
Evidence of strong, resilient, and innovative leadership, delegating responsibility to staff and developing leadership skills in others.	Essential	AI
Ability to promote and develop a collaborative philosophy to staff and gain commitment from all staff to ensure outstanding teaching and learning.	Essential	AI
Accountable as a leader of learning, demonstrating: – knowledge and understanding of pedagogy – effective learning – assessment – monitoring and evaluation	Essential	AI
Ability to make difficult decisions and convey outcomes clearly and sensitively influencing others in a variety of situations.	Essential	I

Person Specification

COMPETENCIES	Essential / Desirable	Method Application (A) Interview (I)
Demonstrate integrity, honesty, and sensitivity in staffing matters and in maintaining and developing links with all stakeholders.	Essential	I
Understands the principles of School financial management.	Essential	AI
Strategic Direction and Vision		
Demonstrate ability to think strategically; initiating, planning, monitoring, and evaluating school improvement and change processes, creating a shared vision and ethos with the Governing Body and all stakeholders.	Essential	AI
Demonstrate the ability to evaluate the school's performance against the OFSTED framework and to develop a roadmap from Good to Outstanding.	Essential	I
Understands what constitutes excellence and quality in education and how to achieve it.	Essential	AI
Demonstrate how rigorous review and self-evaluation including staff performance management leads to school improvement, raises achievement, and brings about high expectations of success.	Essential	I
Demonstrate an ability to take a strategic role in the development and use of new and emerging technologies.	Desirable	A
Skills and attributes		
Ability to inspire, motivate, mediate, challenge, always consult and lead by example.	Essential	I
Have the ability to work under pressure, meeting deadlines and show a positive, flexible, and realistic approach.	Essential	AI
Demonstrate the self-confidence to seek advice and support, showing a willingness to listen and acknowledge and learn from mistakes.	Essential	AI

Person Specification

COMPETENCIES	Essential / Desirable	Method Application (A) Interview (I)
Ability to communicate diplomatically at an appropriate level and manner depending on the situation.	Essential	I
Ability to communicate effectively with a wide range of audiences.	Essential	I
Is committed to the professional development of all staff, including oneself.	Essential	AI
Can inspire confidence and respect.	Essential	I
Is approachable and enjoys being highly visible to the school community, demonstrating impact and presence.	Essential	I
Thinks creatively to anticipate and solve problems.	Essential	AI
Resilience and determination.	Essential	AI





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