

WEST WIMBLEDON PRIMARY SCHOOL

HEADTEACHER RECRUITMENT PACK



**"PUPILS ARE ENTHUSIASTIC
ABOUT THEIR LEARNING"
OFSTED, 2022.**

WESTWIMBLEDONPRIMARY.CO.UK



WEST WIMBLEDON PRIMARY SCHOOL

WELCOME FROM THE CHAIR OF GOVERNORS



Dear Applicant,

Thank you for your interest in the role of Headteacher at our wonderful school.

West Wimbledon Primary School is a vibrant and thriving OFSTED rated Good primary school at the heart of the Raynes Park community with talented staff, an enthusiastic parent community and engaged pupils. We are not only a rapidly improved mainstream school but also have a 25-place specialist base for children with autism and are proud of our expertise in special educational needs provision and inclusion. Our school prides itself on its belief in diversity, inclusivity, its focus on wellbeing and the individual outcomes for all children.

The school is part of the Wimbledon Primary Federation, a permanent partnership with Wimbledon Park Primary School (OFSTED rated Outstanding). The Federation was formed in September 2019, with a vision of two distinct high performing schools, working interdependently and supporting each other to deliver an exceptional and inclusive education to children at both schools based on common approaches to teaching and learning.

Each school is developing complementary areas of specialism, based on staff expertise and school factors that is benefitting the learning of pupils and providing exceptional professional development opportunities for staff in both schools.

The two schools were previously led by an Executive Headteacher from 2019 to 2022. The Governing Body is now planning in this next phase of development, for each school to operate with a single Headteacher.

The Governing Body therefore wish to appoint a new Headteacher, with experience of senior leadership, to take the school forward in the next phase of its journey. You will be joining an experienced and dedicated staff and leadership team, alongside a committed Governing Body and Parents' Association (Friends of West Wimbledon). The school has a strong vision and values which drive all our key initiatives; applicants should be able to demonstrate how they believe they can build on the school's successes and make their own mark on the school.

The best way to get a feel for our school is to come along and visit us, understand what makes us special and how your aspirations will fit with us. Please contact Daniel Wilson, the School Business Manager at business.manager@westwimbledon.merton.sch.uk to make an appointment to tour the school - we can be flexible and fit around your commitments and you will be made to feel very welcome.

In the meantime, thank you again for your interest and I wish you the very best of luck.



Eric de Regnaucourt
Chair of Governors

WEST WIMBLEDON PRIMARY SCHOOL

OUR SCHOOL



West Wimbledon Primary School is a community school in the London Borough of Merton with 340 pupils on roll, including Treetops a base for children with autism. There is one reception class and a 26-place nursery (with a mix of full time and part time places).

We draw pupils from many different communities and backgrounds: 25% of children are on the SEND register (which includes the children in Treetops); 38% of children speak English as an additional language; and 34% are in receipt of Pupil Premium funding.

Treetops currently provides 25 specialist places for children with autism in four classes across the primary age range. The teaching and learning in Treetops is designed around the specific needs of the pupils addressing the emotional, communication, social and academic aspects in an integrated learning format.

The school has recently changed from two-form to one-form entry due to the wider context of falling birth rates and lower demand for places across south west London. However, together with Merton Council we have taken the strategic decision to double the size of Treetops over the next 2-3 years.

This is an exciting development, driven by the acute shortage of specialist education places for children with autism across Merton, that will benefit Treetops children, our staff, the wider school community and Merton specialist education.

The new larger Treetops will be the largest specialist base within a mainstream school in South West London, allowing us to take a more strategic and leading role in Merton as well as providing the Treetops staff team with more opportunities for team work and shared curriculum planning and preparation.

Teamwork is highly valued, and all staff are committed to this. The school has a Senior Leadership Team of three phase leaders, the SENDCO, the Head of Base, the Deputy Head and the Headteacher who work collaboratively on strategic school priorities.

There is a culture of continuous improvement. As a result, we offer excellent professional development opportunities, and staff are encouraged to learn and progress using coaching approaches to develop personal practice.

Staff have worked collaboratively to redevelop a balanced and knowledge-rich curriculum that meets the needs of the children at our school, and that fosters creativity and inspires a love of learning.

Children also benefit from an extensive and varied extra-curricular programme e.g. martial arts, dance, sport, music, arts and crafts etc. There is also popular wrap around childcare run by school staff – a breakfast club running from 7:30am and and after school club on site until 6:00pm.



WEST WIMBLEDON PRIMARY SCHOOL

OUR SCHOOL LOCATION



West Wimbledon Primary School is located in Raynes Park.

Raynes Park is a quiet pocket in South West London surrounded by a plethora of green spaces and a thriving high street. It is a stone's throw away from the delights of Wimbledon and the excellent sporting facilities.

Nearest train station:

Raynes Park Overground Station (South Western) is approximately a 10 minute walk from the school. One stop to Wimbledon connects to a large over and underground network.

Bus Routes:

West Wimbledon Primary School is on the following bus routes; 57, 131, 152, 655 and K5.

Parking:

There is limited unrestricted parking on Bodnant Gardens.



**WEST WIMBLEDON PRIMARY SCHOOL
BODNANT GARDENS
LONDON
SW20 0BZ**

West Wimbledon Primary Schools most recent Ofsted inspection was May 2022 and graded GOOD. Some highlights of the report include;

“Pupils are proud of their school. They confidently explain how their school values encourage them to make the right choices”

“Leaders have carefully designed an ambitious, well-sequenced curriculum. They have defined the order in which pupils should learn key knowledge, skills and vocabulary”

“Rigorous systems are in place to identify pupils with SEND. Leaders engage with appropriate outside agencies to ensure pupils receive the support they need. Pupils with SEND, both in the resource base and in the mainstream classes, achieve well because of the support that staff provide”

“Pupils are enthusiastic about their learning”

You can read our latest Ofsted report [here](#)



**"PUPILS ARE PROUD
OF THEIR SCHOOL".**

WEST WIMBLEDON PRIMARY SCHOOL

VISION AND VALUES



Our vision for West Wimbledon Primary School is to provide a caring, inclusive and holistic learning environment that sits at the heart of its community and provides a high level of challenge, stimulation and support. We are committed to enabling each child to maximise her/his potential for both academic and personal successes – which we characterise in our motto: Learning and Growing.

With the involvement of all stakeholders – children, parents, staff, governors and our community – we strive to be a school of which to be proud; a school that nurtures valuable and responsible global citizens of the future. The School intends to revisit this vision during the course of this academic year, to ensure that it captures the essence of the kind of School we are, and the School we intend to be.

At West Wimbledon Primary School, we are committed to a set of values, which the Government describes as British Values, but which are universal fundamental values; democracy, the rule of law, individual liberty and mutual respect and tolerance for others.

West Wimbledon Primary School is totally committed to working closely, productively and in harmony with its communities and celebrating the diversity of the UK. We aim to prepare children for life in modern Britain and to ensure that our school ethos, its curriculum and our approaches to teaching and learning reflect and promote these important values.

To ensure that we meet the high standards, implicit in those values, we work alongside our local community and recognise the variety of religious beliefs (and none) that are practised in our School. We continue to provide children with opportunities, beyond the school, to be involved in local events and meet different members of our local communities to appreciate the valuable contributions they make.

We also take opportunities to:

- acknowledge, celebrate and commemorate national events and anniversaries related to key events in Britain's past;
- join in with international sporting events and find out more about the countries that host them;
- support several charities that are selected by the children, and arrange fundraising events;
- invite members of the local community to our school events.



WEST WIMBLEDON PRIMARY SCHOOL

FRIENDS OF WEST WIMBLEDON (FOWW)



Friends of West Wimbledon (FOWW) is a registered charity run by the parents of children at the school, working in partnership with the Headteacher and teacher representative/s. FOWW's aim is to enrich the lives of every child in the school through fundraising and via activities which bring our diverse school community together.

Over the past 2 years, FOWW has raised £42k towards projects including the transformation of the school library, improvements to outdoor spaces including an adventure play area, outdoor classrooms, playground markings, a nature area and privacy screening around the site.

Funds are raised through a combination of school fairs, discos, uniform and cake sales, sponsorship events, alongside securing donations from families, local business, and via grants.



**"WE RAISE MONEY
FOR OUR CHILDREN'S
SCHOOL TO ENHANCE
THEIR GROWTH AND
LEARNING JOURNEY".**

WEST WIMBLEDON PRIMARY SCHOOL

JOB DESCRIPTION



POST	Headteacher, West Wimbledon Primary School
PAY RANGE	L15-L24, £70,934 to £86,391
RESPONSIBLE TO	Chair of Governors
LINE MANAGER	Chair of Governors

The appointment of a Headteacher is subject to the current conditions of employment for teachers contained in: the School Teachers' Pay and Conditions Document (STCPD); the School Standards and Framework Act 1998; the required Standards for Qualified Teacher Status; Teachers' Standards in England from September 2012; and other current legislation.

Headteachers are expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

Headteachers uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. In the light of these changes, this job description may be amended from time to time following discussion between the Chair of Governors and the Headteacher, and will be reviewed annually as part of the Performance Management process.

QUALITIES AND KNOWLEDGE

- Hold and articulate clear values and purpose, focused on providing an excellent class education for WWPS
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local communities
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you
- Have proper and professional regard for the policies and practices of the school, and maintain high standards in their own attendance and punctuality
- Develop and communicate compellingly the school's vision, empowering all pupils and staff at WWPS to excel.



SCHOOL CULTURE AND ETHOS

- Establish and sustain WPPS ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- Develop and maintain a culture of high expectation and aspiration, where pupils experience a positive and enriching school life
- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- Ensure a culture of high staff professionalism
- 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
- Ensure that adults within the school model and teach expected behaviour
- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- 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
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- 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.

TEACHING AND CURRICULUM

- 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
- Ensure teaching is underpinned by high levels of subject knowledge and approaches which respect subject disciplines or specialist domains
- Determine, organise and implement an ambitious curriculum that is designed to give pupils the accumulated skills and knowledge to be successful at secondary school, and is carefully sequenced to reach these defined end points, and is taught effectively to ensure that pupils remember and accumulate the intended skills and knowledge
- Establish effective curricular leadership, developing effective and capable subject leaders
- Ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics.

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JOB DESCRIPTION



- Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable all pupils to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with parents, carers and professionals, to identify additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice.

SCHOOL SYSTEMS

- Be responsible for the day to day running of the school, and manage the school's financial resources and staff efficiently to achieve the school's educational goals and priorities
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding as part of the duty of care
- Prioritise and allocate financial resources appropriately through careful budgeting and financial monitoring, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Design and implement fair systems for deploying and managing staff, addressing any under-performance, supporting staff to improve and valuing excellent practice with due attention paid to workload
- Ensure that staff know and understand their professional responsibilities and are held to account
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- 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
- Translate the vision and values into agreed objectives, ensuring that the school's planning, policies and procedures promote sustained school improvement
- 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
- Ensure careful and effective implementation of school improvement strategies, which lead to sustained school improvement over time
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support.

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JOB DESCRIPTION



- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- Commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- Establish and sustain professional working relationship with those responsible for governance
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.



WEST WIMBLEDON PRIMARY SCHOOL

PERSON SPECIFICATION



When completing your application please ensure that your personal statement is no more than three sides of A4 paper and shows how your skills and experience address the person specification and job description, giving examples to support your points which make clear your role and responsibilities and illustrate your fit with our school.

QUALIFICATIONS

- Qualified teacher status or Qualified Teacher Learning and Skills (QTS or QTLS) with degree level education or equivalent
- Evidence of further professional development such as the National Professional Qualification for Headship (NPQH) or evidence of other successful postgraduate study (e.g. MA in Education) or other relevant high-level professional development.

ESSENTIAL EXPERIENCE

- Experience of leading and developing a team that has delivered continual improvement in teaching and learning in a primary school
- Successful and substantial senior leadership experience in a primary school working in a diverse community
- Experience of building and sustaining effective communications and relationships with stakeholders and beyond the school.
- Experience of developing and leading a school's strategic vision.

PROFESSIONAL KNOWLEDGE

- Experience of recruitment and personnel issues and appropriate procedures
- In depth understanding of the English primary and EYFS curriculum and assessment at all relevant key stages and knowledge of current developments in primary education and the challenges & opportunities these provide
- Experience of managing a range of whole school initiatives.
- Strong understanding of all aspects of safeguarding
- Experience of working with a Governing Board and understanding of the role of the Governing Board combined with the ability to develop a strong and effective partnership with governors
- A thorough knowledge of the school budget setting processes and financial management issues in schools and of managing budgets
- Ability to work as a strong and effective leader through knowledge and understanding of exemplary teaching
- Ability to work successfully within a local community that features levels of deprivation and diverse ethnic backgrounds, including equality and inclusivity
- Promote good behaviour based on respect for others in the school community
- Commitment to working in partnership and collaboration with colleagues
- Excellent communication and people management skills which are utilised to motivate, influence and involve all stakeholders in the school
- Ability to build the school's improvement plan based on a range of input, including data

WEST WIMBLEDON PRIMARY SCHOOL

PERSON SPECIFICATION



- Ability to identify and nurture the talents and qualities of all pupils and provide opportunities to develop them further; be a 'pupils' champion' and have high expectations of children to enhance life chances.

PROFESSIONAL PHILOSOPHY AND COMMITMENT

- Commitment to the safety and welfare of all pupils and staff
- A commitment to the delivery of a broad and balanced curriculum with good enrichment opportunities
- Commitment to engaging parents and the community
- Commitment to partnership working with other schools.

PERSONAL QUALITIES

- A role model in the school and an ambassador for the school in the wider community
- Visionary, inspirational and resourceful
- A reflective, self-critical leader who can empathise with others, consultative but decisive.



WEST WIMBLEDON PRIMARY SCHOOL

APPLICATION PROCESS



The application and recruitment process is as follows;

- The completed forms must be returned by 12:00pm on Monday 27th March 2023
- You will be contacted by phone to confirm if you have or have not been shortlisted for interview by Wednesday 29th March 2023
- Visits to school are encouraged during w/c 13th March 2023
- Interviews will be held on Wednesday 19th April 2023 and Thursday 20th April 2023.
- References: Provide email addresses and all telephone contact numbers for all referees we will need to make immediate contact after shortlisting.

The best way to get a feel for our school is to come along and visit us and understand what makes us special and how your aspirations will fit with us. Please contact Daniel Wilson, the School Business Manager at business.manager@westwimbledon.merton.sch.uk to make an appointment to tour the school - we can be flexible and fit around your commitments and you will be made to feel very welcome. As an alternative to visiting, we can also accommodate Zoom/Teams/ Meet calls.

London Borough of Merton and West Wimbledon Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure DBS check.

For further details please visit the school and Federation websites:

www.westwimbledon.merton.sch.uk

www.wimbledonprimaryfederation.co.uk

We look forward to hearing from you.



WEST WIMBLEDON PRIMARY SCHOOL

HEADTEACHER ADVERT



Dates: Apply by 12:00pm on Monday 27th March 2023 or sooner,. Job start Sep 2023

Salary: L15-L24, £70,934 to £86,391.

Location: London

Contract type: Full Time

Contract term: Permanent

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