



Enjoying the present – preparing for the future

Headteacher application pack, December 2018



www.rusheygreen.lewisham.sch.uk

Rushey Green Primary School
Catford
London
SE6 2LA

A letter from the Chair of Governors

December 2018



Dear applicant,

Welcome to Rushey Green, a thriving primary school in Lewisham, south-east London. We have a long history, which we celebrate in new, modern buildings in the heart of Catford. We're one of the biggest primary schools in the borough, with 630 pupils between the ages of three and eleven. We're looking for an inspirational headteacher, who understands how to put our pupils at the heart of what we do, with high expectations and a drive to make Rushey Green the best school in Lewisham.

We're proud to be at the heart of an ethnically diverse, changing community. A third of our pupils speak English as an additional language and there are 53 different nationalities represented among them; we celebrate our diversity and recognise it as one of our greatest strengths. Our new headteacher will be deeply committed to equality of opportunity for all pupils, strongly committed to working with parents and the wider community.

Our pupils are passionate about the arts, and we are thrilled to have a choir, a steel band and regular performances and productions. This approach is strongly supported by the SLT, staff and governing body, and arts teaching is being embedded as a focal point across the curriculum. It will be important that our new headteacher understands and supports this, as a way of ensuring our pupils leave Rushey Green as confident and thinking individuals, aware of their role in the community and ready for secondary school.

In summer 2016, following an investigation, our SATs results were annulled. This led to a period of great challenge for the school, and a review of governance resulted in a reconstituted governing board with a strong commitment to improving outcomes for our children. We appointed an interim headteacher for the current academic year, who has brought stability and enthusiasm back to the school, and has begun to set a course for overall improvement, but we believe there is still a way to go.

We are seeking to appoint an applicant who has proven experience of raising standards and improving progress at all ages. Our new headteacher will be knowledgeable about the curriculum and be able to inspire staff to teach thought-provoking lessons which provide pupils with breadth as well as depth of knowledge and understanding. It will be vital to captivate the imagination of our pupils and promote lifelong learning, with a curriculum that reflects the needs of our community, and extra-curricular activities to support this. Our new headteacher will be committed to professional development for staff, and will lead with integrity, authority and fairness. Staff have been working hard this year on embedding new initiatives, such as Talk for Writing, data tracking and the Calm School Code. We hope this will be recognised and taken forward.

We know that Rushey Green has the potential to be outstanding, and we look forward to receiving applications from experienced practitioners able to help us make that ambitious journey.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ruth Pott-Negrine', is written over a horizontal line. The signature is stylized and cursive.

Ruth Pott-Negrine
Chair of Governors

Information for applicants

Thank you for your application for the post of Headteacher at Rushey Green Primary School. This pack provides applicants with information about our school, which we hope will encourage you to apply for the role.

The successful applicant will have high expectations for staff and pupils, will be proactive with a can-do attitude and a vision for what the school can achieve. Strong leadership skills, and the ability to manage change and bring out the best in our staff and pupils, are essential.

Salary range: L21 – L27

School visits are strongly encouraged and must be arranged in advance by emailing admin@rusheygreen.lewisham.sch.uk.

Visits will be conducted by the Interim Headteacher, and occasionally the Chair of Governors, and will take place at the following times only:

- Thursday 10 January: 7.30am
- Thursday 17 January: 7.30am and 10am
- Monday 21 January: 2pm
- Tuesday 22 January: 4pm
- Thursday 24 January: 7.30am.

The **closing date** for applications will be **12noon on Monday, 28 January 2019**.

The longlisting panel will meet on Thursday, 31 January, 2019.

Successful applicants will be informed on Friday, 1 February, 2019. If you have not heard from us by Monday, 4 February, you should assume you have not been longlisted.

Longlist interviews will take place on Wednesday 6, and Thursday 7 February 2019.

Shortlisted applicants will be asked to return to the school on Thursday 7 February 2019.

Interviews will comprise a range of panel interviews, written tasks, an assembly and a presentation.

Applications can be emailed to admin@rusheygreen.lewisham.sch.uk.

PLEASE NOTE: CVs will not be accepted.

Safeguarding Statement: Rushey Green Primary School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.

Original evidence of right to work within the United Kingdom will be required prior to commencement of employment, i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

Equal Opportunities Statement: Rushey Green School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.



**We asked our pupils what
they wanted in a new
headteacher, and what
kind of school they want
Rushey Green to be...**



Job description: Headteacher

Responsible to: The Governing Body and the Local Authority

Purpose of the Job

- To provide inspirational, professional leadership for Rushey Green Primary School to secure an outstanding education for children living in the local community.
- To ensure that strategic planning is informed by rigorous self-evaluation to secure rapid improvement for the school in leadership and governance; teaching and learning; the curriculum and standards of achievement.
- To work in genuine partnership with the Governing Body, the Local Authority and other stakeholders to fulfil the aims of the school.

Context

- This role profile should be read in conjunction with the duties of the Headteacher as set out in the latest National School Teachers' Pay and Conditions document.

Key Duties and Responsibilities

Leadership

The Headteacher, working with the Governing Body, will develop a strategic view for Rushey Green Primary School, analysing data and evidence and planning for its future needs and development within the local, national and international context.

The Headship is about building an inclusive professional learning community which enables others to achieve.

Through performance management and effective continuing professional learning opportunities, the Headteacher will support all staff to achieve high standards.

The Headteacher will:

- articulate a clear vision for a high quality education which underpins the shared long-term strategic direction for the school
- educationally inspire and motivate staff, children, parents, governors and others in the wider community
- maintain an inclusive, vibrant, positive and caring ethos which supports wellbeing of children and adults
- promote the successes achieved by the school inspire trust and confidence in the school
- lead and deploy all staff, defining task and job specifications, in order to ensure that proper standards of professional competence are maintained
- identify and determine the professional development needs of the staff team and ensure that high quality professional learning opportunities are provided that motivate staff and lead to excellent educational provision for all children
- cultivate a happy, healthy and successful school for its children and adults by fostering a high level of morale
- promote a wide range of extra-curricular activities which can be accessed by all children

- ensure the school is fully prepared for OFSTED.

Management

The Headteacher will need to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based in rigorous self-evaluation.

The Headteacher will manage themselves and their relationships well. They should ensure that the school is well-organised and managed to provide an efficient, effective and safe learning environment.

The Headteacher will:

- implement all policies of the Governing Body and support their regular review and updating
- develop and maintain positive, constructive working relationships with staff, children, governors, parents, the local community, other local schools and headteachers and the Local Authority
- effectively represent the school and maintain positive links with other institutions
- participate in the recruitment, selection and appointment of high-quality staff
- develop and support a highly-effective management team which will drive forward school improvement
- ensure appropriate cover for absent teachers, employing temporary contract cover if necessary, which maintains the high standards of the school
- lead the creation and implementation of strategic planning, underpinned by sound self-evaluation and financial planning, which secures school improvement and maximises the opportunities presented at Rushey Green Primary School
- manage school budgets according to the terms of reference provided by the Governing Body, ensuring value for money and effective targeting of resources
- create and maintain effective relationships with parents; encourage parents to take an active part in their child's education
- lead and manage a regular and effective pattern of staff Performance Management and undertake any appropriate threshold assessments
- lead, implement, manage, monitor and evaluate the health and safety policy and procedures to safeguard the welfare of all authorised persons on the school premises
- positively encourage care of the school buildings and environment so that they provide a welcoming, comfortable, safe and stimulating work environment
- ensure that all policies and practices are informed by relevant research and inspection advice
- monitor and evaluate the effects of policies and improvement strategies being pursued and take appropriate action where necessary to ensure that the aims of the school are fulfilled.

Professional

The Headteacher will work alongside members of staff and the Governing Body to secure and sustain learning opportunities that are both challenging and exciting for children. The Headteacher will set high expectations for professional and ethical practice and will regularly monitor and evaluate the effectiveness of teaching and its impact upon learning.

The Headteacher should foster a successful learning culture which enables all children to become effective, enthusiastic, independent learners, committed to life-long learning.

The Headteacher will:

- provide a rich, broad and balanced curriculum while meeting the requirements of the National Curriculum and current educational initiatives
- ensure that children develop study skills in order to learn more effectively and with increasing independence
- monitor and evaluate the quality of teaching and standards of learning and achievement of all children
- remain familiar with all legal requirements which relate to the school and keep governors informed of these
- keep up to date with educational developments and disseminate information as needed
- maintain a regular pattern of monitoring, assessment, recording and reporting of children's progress in relation to their ability
- ensure that children and their parents are regularly informed of the progress being made and steps that need to be taken to support further development
- develop effective links with the community to extend the curriculum and enhance teaching and learning
- promote the multicultural and equality ethos of the school and implement policies and strategies for continued good race relations and equality of access.
- maintain personal knowledge and skills as an educational leader and teacher by engaging in professional learning opportunities
- ensure the safeguarding of the children and promote their welfare.
- ensure that safeguarding policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
- ensure that adequate resources and time are allocated to enable the designated person and other staff to discharge their safeguarding responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- ensure that all staff and volunteers feel and are able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing practices.

Person specification

Area	Essential
Professional qualifications and experience	<ul style="list-style-type: none"> • Qualified Teacher Status (as recognized by the DfE) • Demonstrable continuing commitment to professional and personal development • Proven track record as a headteacher/senior leader in securing rapid primary school improvement and improving outcomes for all children in a culturally diverse environment • National Professional Qualification for Headship (Desirable)
Leading teaching and learning	<ul style="list-style-type: none"> • Understands how children learn best and successful strategies for narrowing achievement gaps • Understands the principles underpinning high quality primary education and can explain how to translate these into practice • Has an up-to-date knowledge of National Curriculum and can implement, monitor and support these effectively • Understands how to construct a broad, relevant, creative, interesting and stimulating curriculum which meets statutory obligations • Has a proven track record of monitoring, evaluating and improving the quality of teaching and learning • Has a thorough understanding of assessment and how it can be used to plan interventions which accelerate pupil progress • Has an awareness of current significant initiatives in education • Understands the importance of technology and innovation in learning and its future implications • Is committed to meeting the needs of all learners regardless of ability or background
Developing self and working with others	<ul style="list-style-type: none"> • Has experience of building successful school staff teams • Has the ability to challenge, influence and motivate others to attain high goals • Has experience of using a range of strategies to improve the effectiveness of staff • Has the ability to establish and develop constructive relationships with all stakeholders to achieve the school aims • Has experience of successful performance management of teaching and support staff • Has the ability to make difficult decisions and convey outcomes clearly and sensitively • Has the skills required to facilitate the work of the Governing Body so that it can fulfil its statutory duties
Managing the school	<ul style="list-style-type: none"> • Is able to make professional, managerial and organisational decisions based on evidence • Is committed to recruiting, retaining and deploying staff appropriately and managing their workload to achieve the vision and aims of the school • Has the ability and understanding to manage financial resources effectively and efficiently to achieve the school's educational goals and priorities • Is committed to ensuring a safe, secure and healthy school environment for the whole school community
Shaping the future	<ul style="list-style-type: none"> • Is able to articulate a strong, clear vision for high quality primary education • Can articulate strategies for leading and managing school improvement • Has had first hand experience of developing an improvement plan and can demonstrate that the strategies employed impacted positively on pupil outcomes

	<ul style="list-style-type: none"> • Has experience of school self evaluation and can describe effective strategies for undertaking this
Securing accountability	<ul style="list-style-type: none"> • Has a good understanding of the role of the Governing Body and lines of accountability – individual, team and whole school – for pupil learning outcomes • Has a good understanding of the role of the Local Authority and external bodies such as Ofsted • Has a good understanding of the need to be accountable to parents for the education of their child and can articulate strategies that would enable parents to be involved in the life of the school • Has previous experience of challenging and supporting others in order to achieve specific targets • Has a good understanding of available data sets and can interpret and clearly articulate any findings and use the analysis to benchmark the school's performance and as a tool for target-setting and raising standards
Strengthening the community	<ul style="list-style-type: none"> • Recognises the value of the role the school plays in the wider community • Has experience of drawing upon the resources of the wider community to enliven the curriculum and improve the quality of education • Is able to create and maintain good relationships with other local schools • Demonstrates understanding of how to involve the school community through a process of securing improvement
Personal skills and attributes	<ul style="list-style-type: none"> • Ability to communicate effectively and professionally • Can work in collaboration • Is flexible and consistent but has strength of character and sense of moral purpose • Demonstrates resilience and remains focused under pressure • Is capable of making reasoned judgements and taking difficult decisions conveying outcomes clearly, positively and with sensitivity • Has integrity, is approachable, caring and has a sense of humour • Has a presence that inspires confidence and trust • Has the ability and willingness to delegate responsibilities including other leadership roles when appropriate • Demonstrates a high level of commitment to the school • Recognises the importance of prioritising, planning and organising their work to meet deadlines • Demonstrates a genuine empathy with the children
Equal Opportunities	<ul style="list-style-type: none"> • Demonstrates a commitment to promoting, implementing and monitoring equal opportunities across all aspects of the school
Safeguarding Children	<ul style="list-style-type: none"> • Has knowledge, understanding, experience of and commitment to Child Protection, safer recruitment and safeguarding policies and procedures. • Able to form and maintain appropriate relationships and personal boundaries with pupils • Is willing to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. • Has fully supportive references