



## Headteacher Candidate Information Pack



*To be a star, you must shine your own light,  
follow your own path and don't worry about the darkness,  
for that is when stars shine brightest.'*



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## Letter from the Chair

Welcome to Albemarle and thank you for taking the time to consider if Albemarle Primary School is the right school for the next step in your career. We are seeking a highly motivated, dynamic new Headteacher who can provide both stability and leadership.

The children are the school's greatest asset and are the heart of our community. Our enthusiastic and dedicated staffing team nurture a love for learning and seek to create an environment in which all pupils can access a broad and engaging curriculum.

The school's aim is to provide a relevant, creative and inclusive curriculum which raises achievement and inspires all children to succeed in everything they do. The school's seven Core Values provide an ethos which unites and empowers everyone to grow in confidence by seizing the opportunities to excel. Through our enriched curriculum, children are encouraged to extend their understanding and increase their awareness of different cultures, beliefs and lifestyles.

The Governing Board is looking to appoint an inspirational Headteacher with excellent personal skills who is prepared to make the commitment to provide the stability that the school needs to move forward. They must be comfortable with and relish the challenges of working in a multi-cultural inner-city school in an area of socio-economic need. We will support the new Headteacher in providing a safe, nurturing and stimulating environment for both pupils and staff.

If you believe you are the right person to lead Albemarle, then please do visit us so you can see for yourself what the school has to offer and how your aspirations fit with us. Please contact Selina Charles on 020 8788 3170 or email [recruitment@albemarle.wandsworth.sch.uk](mailto:recruitment@albemarle.wandsworth.sch.uk) to arrange a visit.

If you feel that Albemarle is the right school for the next stage of your career, I look forward to meeting you and receiving your completed application.

Yours sincerely,

Annette Watson,  
Chair of Governors

## About the School



Albemarle is a thriving, vibrant primary school in Wandsworth, South West London. We are a two-form entry Foundation school, and now have 363 children on role, including a successful nursery with 30 children of whom 11 are full time. Albemarle also runs its own Wrap Around Care provision from 7.45am to 6.00pm.

In November 2023 we were proud to be judged Good by Ofsted across the board and we are now looking for a new Headteacher to consolidate and further develop our strengths, whilst maintaining the inclusive, diverse and community-based ethos of our school.

**“Ambitious curriculum”**

“Pupils enjoy school and work productively with adults and each other”

“Pupils are respectful and polite”

“Pupils are kept happy and safe”

“Keen focus on pupils’ wider development”

“Positive attitudes to learning”

Ofsted, 1 Nov 2023

## **School context: opportunities and challenges**

Our aim is to provide a safe and stimulating learning environment where our children are able to develop socially, academically and emotionally, to achieve their full potential.

We have high expectations for all our children, who study an ambitious curriculum. We are proud to offer a wide range of sports, music, activities and trips that enrich our children's learning. We have had a strong focus in the last couple of years on developing and embedding high quality teaching across all subjects, and we are passionate about developing the children's love for reading, which is woven throughout the school.

We are a diverse community, reflecting the full range of families and backgrounds living in the area. We recognise the pressures that many of our families face, with attendance and punctuality, behaviour and high levels of need being key areas of focus. We have a strong inclusive culture and a reputation for supporting our children and families effectively, creatively and with care, identifying needs early.

Our school offers you a happy, stimulating environment, a strong community focus, and the opportunity to build on a solid base. You will have space to shape the school's vision, develop your own approaches and set the direction of the school for the long term.

### **Our School Development Plan Objectives for 2024-25 are:**

#### **1. *Improving outcomes in writing and early mark making***

We want our children to leave Year 6 with the skills and knowledge in place to be confident and securely good writers. This means children being at age expectations or better. We want our children to enjoy the writing as much as they love reading!

#### **2. *Maximising impact on ALL children's learning***

We want all children, including those with SEND and EAL, to be supported consistently to access teaching and learning in a way that enables them to make their best progress. Equally, we want to ensure that all our children are effectively challenged in maths to ensure maximum progress.



### **3. Improving behaviours for learning and playing, both in and outside the classroom**

We want to ensure that all our children demonstrate our Albemarle values to enable every child to be happy and be the best learner they can be.

### **4. Improving attendance and punctuality of children**

We want all our children to come to school every day and to be on time so that they can see their friends and not miss out on any learning. This will support them to develop socially, make good academic progress and develop skills for the future.

### **5. Ensuring all staff feel valued and supported**

We have a committed and hard-working staff team. We want to make sure that everyone enjoys their work, feels valued, is developed in their career and is well supported.

For more information visit:

- o <https://www.albemarle.wandsworth.sch.uk/sdp>
- o <https://www.albemarle.wandsworth.sch.uk/ofsted>



## Ethos and Values

At Albemarle, we pride ourselves in having created an inclusive ethos and a positive climate for learning. This is evident in the interactions between the children, staff, parents and governors.

Through working together, we have created school values which capture our expectations for children and adults and provide a foundation for lifelong learning.

Through strengthening links between home and school, and in building empowering relationships with families, we recognise parents as the first educators of our children and we know that if we communicate well with our families to share knowledge, expertise and expectations, our children will flourish.

As a school, we celebrate the fact that everyone is unique and take great pride in our highly diverse heritage. Through our enriched curriculum, the children are provided with opportunities to extend their understanding and increase their awareness of different cultures, beliefs and lifestyles.

We are *compassionate* and *responsible* individuals, who care for others and the world around us. We show curiosity and a *love for learning*, always trying our best. We are courageous and *resilient*, persevering when faced with challenges. We are *independent* inside and out of the classroom. We are *articulate* and polite. We are *reflective* and learn from mistakes.

## Facts and Statistics

The percentage of children entitled to Pupil Premium Grant (PPG) and eligible for Free School Meals has remained around 25% over the previous 3 years, which is broadly in line with National average. Across the school percentages of PPG children vary from 35% in Year 6 to 14% in Reception.

50% of the current Year 6 cohort have attended Albemarle since Reception, and 14% of the current Year 6 cohort joined the school in Year 5 or 6.

The percentage of pupils identified as having Special Educational Needs or Disabilities at SEN Support level is 20% (13.6% National) and 4% have an Education Health Care Plan (3% National).

The school serves a diverse community and offers education to a wide range of ethnic groups. The ethnic groups most represented at the school consist of Pakistani (26%), White British (17%), Any Other Asian Background (9%). 66% of our children speak English as an additional language and of these a significant number come from a home where English is not the main language spoken.

Overall attendance sits just below national average, and Persistent Absentee figures are significantly above national average. The school is working closely with Wandsworth's Education Welfare to improve attendance and punctuality.





## Our new Headteacher will:

- be committed to shaping and implementing a vision for the long-term development of the school
- uphold high standards of teaching and learning while demonstrating strong behaviour management
- have the leadership qualities to inspire and innovate
- be compassionate, open and transparent in their approach
- have high expectations of all pupils and staff
- build positive relationships with pupils, staff, parents, the governing board and wider community
- be collaborative and able to work in partnership with a developing leadership team
- have excellent interpersonal skills including enthusiasm, resilience and determination
- have proven business skills



## We offer:

- the opportunity to lead a school with established structures and ethos
- pupils who are enthusiastic and have a thirst for learning
- dedicated and inspirational staff who seek out opportunities to instil a love for learning in our pupils
- a supportive Governing Board and good links to local schools and the Local Authority
- a stimulating, supportive, challenging and diverse community, with the opportunity to make a real difference to our children and families
- a salary package commensurate with the size of the school
- bespoke training and development opportunities tailored to your career development



## Job Description

<b>Grade / Salary Range</b>	L19 – L24a (£86,967 - £96,106)
<b>Main Purpose of Job</b>	
The Headteacher will have overall responsibility for the organisation and management of the school, providing leadership and strategic direction to ensure the achievement of the highest possible standards of education.	
<b>Duties</b>	
The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards for Headteachers.	
<b>Shape the future</b>	
<ul style="list-style-type: none"> <li>• Lead by example and provide inspiration and motivation to the school community; generate vision, ethos and policies for the school which promote high levels of achievement, meet equality and inclusion objectives in a caring, stimulating and secure environment</li> <li>• Ensure that Albemarle has a clear strategic vision for school improvement, expressed in its School Development Plan that is understood, shared and acted upon effectively by all</li> <li>• Work in partnership with staff and governors to ensure that the Plan is regularly monitored, evaluated, reviewed and updated</li> <li>• Ensure sound financial planning is in place to enable delivery of the School Development Plan and Estate Management Strategy</li> <li>• Ensure that strategic planning takes account of the diversity, values and aspirations of the families in both the school and the local community</li> <li>• Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory requirements</li> </ul>	
<b>Lead Learning and Teaching</b>	
<ul style="list-style-type: none"> <li>• Promote and embed high standards of behaviour management that will create the right learning environment by ensuring issues are managed in a fair and consistent manner</li> <li>• Promote a culture that ensures a continuous focus on raising pupils' achievement, using comparative data and local and national benchmarks to evaluate and improve the school's performance</li> </ul>	

- Ensure that there is effective planning and assessment for every child's learning, and careful monitoring and tracking of the progress and achievement of pupil groups and individual pupils
- Systematically evaluate and enhance the quality of teaching across the school, and work with all classroom staff to ensure the highest standards of professional performance
- Proven experience in curriculum design, implementation and assessment which meets statutory requirements and is aligned to the curriculum priorities identified in the School Development Plan
- Ensure that the curriculum meets the aspirations of pupils by challenging and stimulating their enjoyment and enthusiasm for learning
- Promote and encourage creativity, innovation and the use of new technologies to enhance teaching and learning
- Develop and maintain a broad range of extra-curricular activities across the school, including sports, arts and Extended School Services
- Maintain effective systems for communicating with parents, pupils and governors to ensure that individual targets and progress are achieved
- Maintain and develop links with parents and other schools/educational establishments in the wider community to enhance teaching and learning and pupil's personal development
- Promote an environment conducive to achieve high standards in quality first teaching through monitoring practice and providing support through Continuing Professional Development

### **Develop self and work with others**

- Lead by example, creating a shared commitment to high expectations, collaborative teamwork, distributed leadership and professional reflection
- Support, challenge and appraise the work of all staff through the implementation of effective strategies and procedures for induction, professional development and performance review
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture, and to allow an appropriate work/life balance

### **Manage the organisation**

- In partnership with the Governing Board, set appropriate priorities for expenditure within a balanced budget, and ensure effective and efficient financial and administrative control to achieve the school's educational priorities and goals in a cost-effective manner
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities



- Recruit, retain and deploy staff appropriately, and manage their workloads to achieve a balance between staff wellbeing and the school's educational priorities/goals
- Maintain effective systems for safeguarding all pupils, working with external agencies as required
- Manage and organise the school environment efficiently to ensure that it supports the achievement and well-being of all children and adults, and meets all health and safety regulations
- Ensure the effective use of a range of technology solutions to support in the delivery of the curriculum and management of the school

### Secure accountability

- Promote a culture of effective self-evaluation among teams and individuals so that all staff recognise that they are accountable for the success of the school
- Provide data analysis, information and advice to the Governing Board, which will enable it to meet its responsibilities for securing effective teaching and learning, together with improved standards of achievement and value for money, and for ensuring that the school meets its statutory responsibilities
- Ensure the provision of a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the LA, the local community and OFSTED

### Strengthen community

- Ensure that parents and pupils are well informed about the curriculum, attainment and progress, and develop strategies to encourage their involvement in the drive for school improvement and high achievement for all
- Maintain and promote positive strategies for challenging racial and other prejudice and dealing with harassment
- Collaborate with other agencies to ensure the academic, spiritual, moral, social and cultural well-being of pupils and their families
- Develop and maintain effective partnerships with other primary and secondary schools including the Extended Schools Cluster, the Local Authority, other agencies and the wider community to further pupil welfare and achievement
- Develop and sustain partnerships to ensure the provision of a wide range of lifelong learning opportunities, which positively contribute to the diverse cultural, social and economic lives of pupils, parents, and the local community.
- Maintain the high profile of the school in the community

## Person Specification

### Qualifications and Training

- Qualified Teacher Status (QTS)
- National Professional Qualification for Headship (NPQH) desirable
- Proven commitment to professional development in leadership and management

### Experience

- Substantial and successful leadership experience as a Primary Headteacher, Deputy or Assistant Headteacher
- Considerable experience of successful teaching at all levels within the primary phase of education
- Ability to motivate and inspire others to raise standards through the delivery of continual school improvement
- Experience of delivering an academically robust creative curriculum
- Experience of working in a school with a diverse community
- Experience of working with vulnerable families and/or extended services

### Skills, Knowledge and Aptitudes

#### **Shape the future**

- Ability to motivate, empower, challenge and inspire the school community
- Ability to plan strategically for school improvement and successfully manage the implementation of change initiatives

#### **Lead learning and teaching**

- Exemplary classroom practice reflecting quality first teaching
- Thorough understanding of primary pupil needs
- Comprehensive understanding of effective assessment for learning strategies
- Detailed knowledge and understanding of salient curriculum initiatives
- Experience of analysing performance data to set meaningful targets for all pupils

#### **Develop self and work with others**

- An ability to assess own performance through seeking feedback and address any issues identified

- Assess the performance of others and promote a culture of continuous improvement through professional development to maintain high expectations and sustain improvement.
- An ability to identify, challenge and manage underperformance.
- As an effective leader develop others by delegating tasks and providing effective feedback and support

### **Manage the organisation**

- Understanding of the importance of sustaining a safe, secure and healthy school environment
- Understanding of effective and efficient administration and resource management
- Ability to plan strategically within budget constraints
- Maintain and develop procedures that promote high standards of interpersonal skills and maintain an orderly school community.

### **Secure accountability**

- Understanding of the statutory role of Governing Bodies and their role in supporting the school in the delivery of improvement initiatives
- Understanding of current safeguarding issues and legislation

### **Strengthen community**

- Understanding of the importance of inclusion and positive benefits of living in a culturally and ethnically diverse society
- Ability to promote a positive, caring ethos with high standards of behaviour and attendance
- Ability to develop and maintain effective relationships with stakeholders that enhance the achievement, personal development and well-being of pupils and their families
- Ability to collaborate with, and accept support from, others within and beyond the school
- An understanding of Equal Opportunities and a knowledge of strategies to promote high achievement for pupils from different backgrounds

### **Personal Qualities**

- Reliability, enthusiasm, flexibility, resilience and initiative
- Passionate, creative and energetic
- Sensitive, approachable and supportive
- High expectations and commitment to continual school improvement

## Application Process and Guidance

Please note the following guidance:

1. You will also find all the information about the school and the application process here: [Vacancies](#)
2. Complete all sections of the Application Form provided.

Application Form:

<https://jobs.richmondandwandsworth.gov.uk/>

Please return to:

[csschools@richmondandwandsworth.gov.uk](mailto:csschools@richmondandwandsworth.gov.uk) , FAO Angela Esson

3. In your application statement, you should take each of the criteria described in the Person Specification and say why and how you meet the requirements supported by relevant examples. This will assist the school in shortlisting, so we can see whether you meet our requirements.





At Albemarle Primary School we are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding and Child Protection Policy and Code of Conduct are available on the school website and will be included in the induction process.

<https://www.albemarle.wandsworth.sch.uk/statutory-policies>

The interview shall be conducted in person. We will seek clarification on information you provide on your application form to assess your suitability for the post and to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted, references will be sought from your current or most recent employer and any issues arising will be discussed at interview. Please provide an email address for all referees and tell them to expect this request. If you have worked with children in the past, but currently do not do so, a reference will be sought from this employer as well. The application form asks you to give the contact details of a referee, and this should not be a relative or friend. **The post will only be offered once two satisfactory references have been received.**

Due to the nature of this post, you will be required to apply for a Disclosure from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. Having a criminal conviction will not automatically exclude you from employment, this will depend on the circumstances and background of the offences committed. However, **an offer of employment will be conditional until DBS and medical clearance are received.**

Should you require any further information please email Selina Charles [recruitment@albemarle.wandsworth.sch.uk](mailto:recruitment@albemarle.wandsworth.sch.uk)

## Important dates

**Closing date for applications:** Midnight on Sunday 23<sup>rd</sup> March 2025

**Shortlisting:** Wednesday 26<sup>th</sup> March 2025

**Selection Process:** Wednesday 2<sup>nd</sup> April 2025

Good luck with your application.

