

West Hill Primary School



Ready to learn
Inspired to achieve
Prepared for life

General Enquiries

020 8874 5900

Mon to Fri 8am to 4pm

Email:

info@westhill.wandsworth.sch.uk

Website:

www.westhill.wandsworth.sch.uk

ABOUT WEST HILL

‘Ready to learn, Inspired to achieve, Prepared for life’

West Hill Primary is a one form entry school situated in the centre of Wandsworth, London with excellent transport links.

We are proud to be a caring, inclusive community school. Our pupils represent the full diversity of this vibrant part of London with over 50% coming from ethnic minority backgrounds and a large proportion of pupils with EAL and SEN. We celebrate our diversity, it is what makes our school strong, as it provides a wide enrichment of life for our students and an understanding and respect for our differences.

Our school's latest Ofsted inspection (December 2018) recognised many of our strengths, "this school continues to be good", "a positive ‘can do’ culture throughout the school", "effective systems for monitoring pupils’ progress have been introduced and teachers use them well to make sure that their pupils make good progress".

At West Hill we offer every child the opportunity to reach their full potential. We provide a stimulating, supportive environment where children thrive



LETTER FROM THE CO-CHAIR OF GOVERNORS

Dear Applicant,

Thank you for your interest in becoming the new Headteacher at West Hill Primary School. This is an exciting opportunity for an ambitious leader to take the school from good to outstanding

West Hill is fully inclusive, multi-cultural school set within a vibrant South West London community which has excellent transport links.

We have a highly-motivated and dedicated staff team who provide the children with the best opportunities for becoming successful and confident learners for life. As a result of this, our children are happy and motivated and their parents are fully engaged. Both the staff and governors have strong aspirations for them and encourage all children to achieve high standards by applying the school vision of *"Ready to learn, inspired to achieve, prepared for life"*.

The Governing Body is committed, forward-thinking and passionate about the school's culture and ethos. We embrace new teaching methods and are open to new ideas for learning and development. We will support our new Headteacher by providing a safe, nurturing and stimulating environment for children and staff alike.

If you believe that you are the right person to lead West Hill School, we would encourage you come along for a visit. Please contact the school office by telephone on **020 8874 5900** or by email at info@westhill.wandsworth.sch.uk to arrange this.

Yours sincerely

A handwritten signature in black ink, reading 'Tamazin Steele'. The signature is written in a cursive style with a horizontal line above the first 'T'.

Tamazin Steele

Co- Chair of Governors

JOB DESCRIPTION

Start date: September 2023

Salary: £75,732 to £82,662 (Inner London Leadership Scale L18b to L22)

We are looking for an inspirational Headteacher with the passion, vision and resilience to lead our team and drive progress so that all our children reach their full potential.

You will have high expectations and the knowledge, experience and interpersonal skills to lead sustained improvement throughout the school whilst being committed to providing a creative, stimulating and inclusive learning environment.

The Headteacher will have overall responsibility for the organisation, management and conduct of the school providing leadership and strategic direction to ensure the achievement of the highest possible standards of education.

The Headteacher is accountable to the school's Governing Board and Local Authority. The professional duties of the Headteacher are outlined in the School Teachers' Pay and Conditions Document, which should be read in conjunction with this document.

The following job description is based on the accountability and responsibilities of the post and the Headteachers' Standards.

Shaping the future

- Work with the Governing Board to ensure that West Hill has a clear vision, values and ethos, that is understood, shared and acted upon effectively by all and is used to support and drive school improvement
- Work in partnership with staff, governors and the School Improvement Partner to ensure that the School Improvement Plan is regularly monitored, evaluated and reviewed
- Ensure that strategic planning takes account of the diversity, values and aspirations of the children's families who attend our school
- Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory requirements

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 in order to achieve the school's educational priorities and goals, and provide value for money
- 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 support them with managing their workloads in order to achieve the school's educational priorities and goals
- 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 effective continuing professional development for staff
- Use a range of technologies effectively and efficiently to manage the school

Lead Teaching and Learning

- Promote a culture of excellence that ensures a continuous focus on raising every pupils' progress and achievement, using comparative data and local/ national benchmarks to evaluate and improve the school's performance
- Ensure that there is effective planning and assessment for every child's learning in place
- Ensure progress and attainment data is tracked and monitored for all pupils and pupil groups
- Systematically monitor, evaluate and enhance the quality of teaching across the school working with all classroom staff to ensure the highest standards of professional performance
- Monitor, evaluate and review classroom practice. Promote continuous improvement strategies to ensure creative, responsive, and effective approaches to learning and teaching are in place for all pupils
- Promote and encourage creativity and innovation in the use of new technologies to enhance teaching and learning
- Lead, develop and monitor, through regular review, a broad and balanced curriculum that is relevant to the needs and aspirations of pupils in an inner-city, multicultural school that stimulates enjoyment and enthusiasm for learning and meets all statutory requirements
- Develop and maintain a broad range of extra-curricular activities across the school, including sports and arts
- Maintain effective systems for communicating with parents, pupils and governors to ensure that individual targets and progress are achieved

Secure Accountability

- Ensure staff roles, responsibilities and accountabilities are clearly defined and carried out effectively through robust performance management
- 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 local authority, the community and OFSTED
- 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
- Ensure all legal requirements for health and safety, maintenance and financial management are fulfilled, including risk assessment procedures

Develop self and work with others

- Lead by example, creating a shared commitment to high expectations, collaborative team work 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 encourage and promote an appropriate work/life balance amongst staff

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
- Collaborate with other agencies as appropriate 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, the Local Authority and other agencies to further pupil welfare and achievement

Safeguarding and promoting welfare of children

- Understand and support the local education authority safeguarding agenda, and champion and comply with Keeping Children Safe in Education (KCSiE) standards.
- Maintain effective systems and policies for safeguarding all pupils ensuring that all statutory and advisory duties regarding safeguarding are in place and robustly monitored and reviewed
- Promote good punctuality and attendance
- Provide a learning environment where all pupils feel safe with high standards of behaviour, supported by policies and practices that promote self-esteem, self-discipline, independence and responsible attitudes



PERSON SPECIFICATION

REQUIREMENTS (Essential, unless otherwise stated)	Form of Assessment	
	Application Stage	Interview Stage
QUALIFICATIONS & EXPERIENCE		
Degree and Qualified Teacher Status (UK)	X	
National Professional Qualification for Headship (or working towards this) or evidence of other successful post-graduate study (Desirable)	X	
Has proven commitment to continued professional development	X	
Successful senior leadership experience (Head, Deputy Head/Assistant Head) in a Primary School	X	
QUALITIES< SKILLS AND KNOWLEDGE		
Understanding of national policy, curriculum developments, and statutory and legal frameworks within which schools operate, including the Ofsted Inspection framework and safeguarding practices and procedures		X
Experience and ability in strategic financial planning, budgetary management and use of other resources to achieve the school's objectives		X
Understanding of the principles of excellence in teaching, learning and assessment	X	X
Experience in the use of strategies for raising potential and achieving excellence for all pupils	X	X
Understanding of the importance of broadening opportunities for all pupils, including SEND and disadvantaged children, to enable them to achieve their full potential.	X	X
Experience and ability to use data, benchmarks and feedback to assess school and pupil performance linked to key performance indicators, monitor progress, inform decision making and take appropriate action to drive whole school improvement.	X	X
Experience in the use of strategies to maintain good behaviour to support children's learning and social development across the school.		X
Knowledge and understanding of how to provide a broad and balanced education –focusing on the academic, spiritual, moral, social, emotional and cultural development of all pupils.		X
Experience in the introduction and use of a range of technologies to support learning	X	
Ability to develop strong interpersonal relationships, design and deliver effective models of continuing professional development based on evidence	X	X
Knowledge and understanding about community engagement and its implications for all stakeholders' and the school's continuing success		X
Understands the wider curriculum beyond school and the opportunities it provides for pupils and the school community	X	
Understands the benefits of working with other agencies and opportunities for collaboration		X
Experience of working with and creating learning partnerships and networks	X	

LEADERSHIP SKILLS		
Ability to demonstrate commitment to safeguarding and promoting the welfare of children across the school, ensuring all members of the school community share that commitment		X
Experience and ability to develop and communicate a clear strategic vision for the future development of the school in consultation with all stakeholders	X	X
Experience of delivering the principles and strategies of whole school improvement by initiating, implementing and evaluating change and development through whole school evaluation and planning	X	X
Committed to setting and achieving ambitious and challenging goals and targets for pupils and staff		X
Experienced in leading change, creativity and innovation	X	X
Ability to develop and communicate a clear vision for the future development of the school in consultation with stakeholders		X
Ability to develop and implement the school ethos and values, working successfully with all stakeholders		X
Ability to manage, motivate and support individuals and teams effectively, showing commitment to the accountability for pupil learning outcomes	X	X
Ability to make professional, managerial and organisational decisions based on evidence	X	X
Ability to develop a culture for learning and set high expectations for achieving success for all	X	X
Experience in leading initiatives linked to key performance indicators	X	X
Ability to build and motivate a strong team that enables all staff to work together and carry out their respective roles to the highest standard to deliver school improvement		X
Understands the relationship between managing performance, continuous professional development (CPD) and sustained school improvement		X
Ability to build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils	X	X



I LOVE MY SCHOOL BECAUSE...



"All the children are very kind and help me"



"I like drawing pictures for my Mummy and Daddy"



"It's fun and I like doing lots of activities"



"We learn lots and teachers help us"

"Teachers help me with my work"



"I like reading the books"

"No one judges you for your appearance because you're good in your own way"





Wandsworth Council

Children's Services Department
Town Hall, Wandsworth High Street
London SW18 2PU

Please ask for/reply to: Alison Duke
Telephone: 07929 874 353

Email:
csschools@richmondandwandsworth.gov.uk
Web: www.wandsworth.gov.uk

Date: 10 February 2023

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at West Hill Primary School. You can find further information about the school and the post, including a job description and person specification, and apply online at <https://jobs.richmondandwandsworth.gov.uk/>.

The first step in the selection process is your application. To get the most out of your application, please ensure you read through the person specification carefully and provide specific examples to demonstrate how you meet all the criteria. Other criteria will be assessed elsewhere in the selection process.

We encourage you to visit the School to help you prepare for your application. You are assured of a warm welcome. Visits can be arranged by calling the school office on 020 8874 5900 or by email at info@westhill.wandsworth.sch.uk. Visits to the school will take place between 20th February and 3rd March 2023.

The deadline for us to receive your completed application is midnight on **Sunday 5th March 2023**.

Shortlisting will take place on **Tuesday 7th March 2023**.

Successful applicants will be invited to an interview and assessment day on **Friday 17th March 2023**.

If you are unable to apply online, or have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on 07929 874 353 or by e-mail to csschools@richmondandwandsworth.gov.uk to receive an application pack or with enquiries regarding the application process. Please ensure you provide a contact telephone number where you can be contacted or where we can leave a message.

We look forward to receiving your application.

Yours faithfully,

Alison Duke
Senior Human Resources Officer

Director of Children's Services: Ana Popovici
Assistant Director (Education): Lisa Fenaroli