



## Head Teacher 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 Co-Chairs

Dear Candidate,

Thank you for considering Albemarle Primary School as the next steppingstone in your career.

Albemarle is not just a school but a community where the children are its biggest selling point. Our children LOVE their school and when you step inside the building – you will see how welcoming, warm and inviting it is. We have created an environment where every learner can access a broad and engaging curriculum. Our staff are understandably proud of their school and we are lucky to have dedicated teachers, who nurture a love for learning in their classrooms and beyond.

Our stated aim is to provide a relevant, creative and inclusive curriculum which raises achievement and inspires all children to succeed in everything that they do. The school's eight Core Values provide an ethos which unites and empowers everyone to gain confidence, take risks and seize opportunities to excel in an ever-changing world. 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 seeking a Head Teacher who can continue to help all parts of our school community grow and develop. We are particularly proud of the inclusive nature of our school and the emphasis that is placed on enriching our children's experiences. To help you consider if this is the right school for you, I am enclosing some information about the school context.

You will also find all the information about the school and the application process here: <https://www.albemarle.wandsworth.sch.uk/vacancies>

We would encourage you to visit the school. To arrange a visit please see page 14 of this pack. We look forward to receiving your completed application

Yours Sincerely,

Jeremy Rolls and  
Shirley Newman

Co-Chairs of Governors



## About the School

Albemarle is a thriving, vibrant, inclusive primary school, which is situated on two sites that are separated by a road. In March 2009, the school was judged to be outstanding. Since this date, the school has undergone a huge transformation; on 1st September 2014, Albemarle became a two form entry primary school. In September 2020, the school reached its full capacity, offering 472 school places and is now a larger than average primary school with 426 children on roll. This includes a 52 place nursery (26 FTE). Albemarle also runs its own Wrap Around Care Provision from 7:45am to 6.30pm.



## Our School Development Plan Objectives for 2021-22 are:

- **Quality of Education** - To be a centre of excellence for teaching and learning
  - To raise attainment and standards in writing across the school.
  - To sustain and further develop the quality of the curriculum
  - To improve achievement through the implementation of a Recovery approach to the curriculum
- **Behaviour & Attitudes** - To have a culture of social justice and equality for all
  - To maintain and further develop the positive school ethos through embedded school values
  - To ensure pupils demonstrate our ethos and values in all areas of school life
- **Personal Development** - To have a culture of social justice and equality for all
  - To enhance Personal Development through memorable and varied learning experiences
  - To ensure that pupils are actively involved in school development
  - To continue to support the mental health and strengthen the well-being of pupils across the school
- To support leaders of today and develop the leaders of tomorrow
  - To enrich school improvement through working in collaboration with educational settings, other professionals and the LA
  - To embed distributive leadership through the extended Transition Plan

**For more information visit:**

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

## Ethos and Values

We are an outstanding school, offering a safe and stimulating learning environment where students are able to develop socially, academically and emotionally, in order for our children to achieve their full potential, becoming effective citizens, life-long learners and enjoy good mental health.

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, the staff and the parents.

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.

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





## Facts and Statistics

### Facts and Statistics

The percentage of children entitled to Pupil Premium Grant (PPG) has remained around 25% over the previous 3 years. The percentage of children pupils eligible for Free School Meals has remained around 22% over the previous 3 years, which is above National (17.3%). Across the school percentages of PPG children vary from 41% in Year 6 to 12% in Year 1.

Albemarle experiences high levels of pupil mobility, with 66% of the current Year 6 and 58% of the current Year 5 having attended Albemarle from Reception. The percentage of pupils identified as having a Special Educational Need (SEN Support) is 19% (12.1% National) and 2.6% (10 children) have an Education Health Care Plan (EHCP) (3.3% 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 (23%), White British (15%), Any Other Asian Background (9%). Attendance remains in line with national average. Historical persistent Absentee figures are in line with national average, except for the SEND group where absence rates are slightly higher. The school is working closely with Wandsworth's Education Welfare service to return attendance to pre-pandemic rates.

## Our new Head Teacher will:

- shape our future vision and ethos
- have the leadership qualities to inspire and innovate using data driven strategies
- be compassionate, open and transparent in their approach
- have high expectations of all pupils and staff
- build positive relationships with the pupil, staff, parents, governing body and wider community
- be collaborative and can work positively with and develop a motivate leadership team
- be enthusiastic, committed and empathetic, with excellent interpersonal skills
- be resilient, resourceful and determined
- have good business skills as well as curriculum skills



## **We can offer:**

- An opportunity to lead a school with effective structures and ethos
- A positive, welcoming and diverse community
- Pupils who enjoy learning and want to come to school every day
- A dedicated staff who are enthusiastic and who want the best for the pupils
- A supportive Governing Body and Local Partnership Schools
- A well-resourced school
- A salary package commensurate with the size of the school
- A CPD package tailored to suit your stage of career development





## Head Teacher – Job Description

<b>Job Description</b>	
<b>Grade /Salary Range</b>	<b>L19 – L24 (£73,715 - £81,461)</b>
<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 objectives and ensure a caring, stimulating, highly inclusive 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 underpinned by sound financial planning</li> <li>• Ensure that strategic planning takes account of the diversity, values and aspirations of the families who use 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 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> <li>• 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</li> <li>• 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</li> <li>• Lead, develop and monitor through regular review a creative, flexible, broad and balanced curriculum that challenges and stimulates pupils' enjoyment and enthusiasm for learning, is relevant to the needs and aspirations of pupils and meets all statutory requirements</li> <li>• Promote and encourage creativity, innovation and the use of new technologies in order to enhance teaching and learning</li> <li>• Develop and maintain a broad range of extra-curricular activities across the school, including sports, arts and Extended School Services</li> <li>• Maintain effective systems for communicating with parents, pupils and governors to ensure that individual targets and progress are achieved</li> <li>• Maintain and develop links with parents, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupil's personal development</li> </ul>	

### Develop self and work with others

- Lead by example, creating a shared commitment to high expectations, collaborative team work, 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 Body, 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 manage their workloads in order to achieve the school's educational priorities and 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
- Use a range of technologies effectively and efficiently to lead and manage 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 Body, 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, delivered at Albemarle Community Education, 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

# Head Teacher – Person Specification

## Qualifications and Training

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

## Experience

- Substantial and successful experience as a Primary Headteacher, Deputy or Assistant Headteacher
- Substantial and successful teaching experience in a primary school
- A proven track record of leading school improvement and raising standards
- Experience of promoting the profile of the creative curriculum \*
- Experience of more than one school \*
- Experience of more than one phase \*
- Experience of working with vulnerable families and/or extended services \*

## Skills, Knowledge and Aptitudes

### Shape the future

- Ability to motivate, empower, challenge and inspire others
- Ability to plan strategically for school improvement
- Ability to lead, implement and manage change

### Lead learning and teaching

- Exemplary classroom practice
- Thorough understanding of primary pupil needs
- Comprehensive understanding of effective assessment for learning strategies
- Detailed knowledge and understanding of salient curriculum initiatives
- Ability to analyse performance data and set appropriate targets

### Develop self and work with others

- Ability to review own and others' performance, celebrating achievement and providing and participating in continuing professional development to maintain high expectations and sustain improvement, whilst challenging underperformance.
- Ability to delegate and monitor the impact of leadership and management effectively
- Excellent and effective communication skills

### Manage the organisation

- Ability to plan strategically and manage a budget
- Understanding of the importance of sustaining a safe, secure and healthy school environment
- Understanding of effective and efficient administration and resource management

### Secure accountability

- Understanding of the statutory role of Governing Bodies
- 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

### **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

Thank you for your interest in this post.

### Please note the following guidance:

- 1). Complete the Application Form provided and ensure that all sections are completed. Please returned to: [csschools@richmondandwandsworth.gov.uk](mailto:csschools@richmondandwandsworth.gov.uk) FAO Angela Esson
- 2). In a statement, you should take each of the criteria described in the Person Specification and say why and how you meet the requirements. This will assist the School in shortlisting, so we can see whether you meet our requirements. You must provide relevant examples.

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 request and will be included in the induction process.

The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability 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 from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, 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 being received.**

Should you require any further information please contact the school on 02087883170 or email [recruitment@albemarle.wandsworth.sch.uk](mailto:recruitment@albemarle.wandsworth.sch.uk)

## Important dates

**Closing date for applications:** Midnight on Wednesday 14<sup>th</sup> September 2022

**Shortlisting:** Monday 19<sup>th</sup> September 2022

**Interview Process:** Wednesday 28<sup>th</sup> September 2022

Visiting the school:

Please contact the Admin Team, on 020 8788 3170 (after 1<sup>st</sup> Sept) or email [recruitment@albemarle.wandsworth.sch.uk](mailto:recruitment@albemarle.wandsworth.sch.uk) to book a slot to visit.

Please include a daytime telephone number/email address to enable us to contact you. As references are required prior to interviews, please provide an email address for all referees and tell them to expect this request.

‘Good Luck’ with your application.

