



Gatton VA Primary School

HEADTEACHER

APPLICATION PACK

13E Broadwater Road, Tooting, London, SW17 0DS

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“I like that I am challenged and also get help when I need it.”



“I like diving deeper and diving even deeper as it challenges me.”

السلام عليكم ورحمة الله وبركاته

In the Name of Allah the Most Kind the Most Merciful

November 2020

Dear applicant,

Thank you very much for expressing your interest for the Gatton School Headteacher post. Gatton is an Islamic Voluntary Aided School with 600 pupils and will become a full 3 form entry school with 630 pupils in September 2021.

Gatton opened in Sept 04 with the help and support of Wandsworth Council. The school is fully integrated within the LA family of schools. The Governing Body and the Trust work closely with the LA, external agencies, faith groups and other Borough schools both faith and non-faith.

The main site is located in Tooting with an annexed site located in Balham. Gatton is part of the Al-Risalah Education Trust which also manages a 90 place nursery; Orchard Primary School (Lambeth) and a Secondary school for both boys and girls.

Gatton School is a vibrant cosmopolitan community with many nationalities and languages represented amongst the pupil cohort and staff. All of the communities are celebrated and resources throughout the school reflect and cater for this diversity.

We believe that every child and young person should be safe, healthy and happy. We want our pupils to be creative, confident and given opportunities to achieve more than they thought possible. At Gatton every child's contribution is valued and every achievement is celebrated. We also place strong emphasis on helping our children value their British identity and religion and ensure they are given the skills to face the future with confidence and become useful members of society.

At all of our Trust Schools including Gatton, we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone – it should be fun. We want to prepare all children for life in a multicultural society by creating a happy relationship of mutual trust and respect for each other. Children need to make informed choices about important things in their lives. We help them make these choices by equipping them with the necessary skills, knowledge and understanding.

Should you decide to apply we can offer you a job that is rewarding and enriching every day. We are looking for a special person who shares the vision of our community and founders, is keen and committed in collaboration and partnership in working with our other Trust Schools and build on the successes of the past few years.

The Governors would very much welcome potential applicants visiting the school – I am sure you will like what you see. Visits can be arranged by speaking to Ms Shazia Nabi on **0208 682 5570**.

Please email me at **ygmboat@hotmail.com** or call MI Maksud Gangat MBE on **07968 389 490** if you wish to have an informal discussion or require any further information. Alternatively, call our School Adviser, Tim Willetts at **0777 6175 796**

With kind salaam's

Yunus Bobat
Chair of Governors

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

Please ask for/reply to: Lesley Lynch
Telephone: 020 8871 8273
Fax: 020 8871 5806

Email: csschools@wandsworth.gov.uk
Web: www.richmondandwandsworth.gov.uk
Date: November 2020

Dear Candidate

Thank you for your interest in applying for the position of Headteacher at Gatton Primary School. You can find further information about the school and the post, including a job description, person specification, and application pack 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.

We encourage you to visit the School to help you prepare for your application. Please contact the schools HR Officer Ms Shazia Nabi at snabi@gatton.wandsworth.sch.uk or you can call her on 0208 6825570.

The deadline for us to receive your completed application is midnight on **Sunday 22 November 2020**.

Shortlisting will take place on **Wednesday 25 November 2020**.

Successful applicants will be invited to an interview and assessment day on **Thursday 3 December 2020**

If you have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on **0208 871 8273** or by e-mail to csschools@wandsworth.gov.uk if you have any enquiries regarding the application process. Please ensure you provide a telephone number where you can be contacted or where we can leave a message.

We look forward to receiving your application.

Yours sincerely



Lesley Lynch
Senior Human Resources Officer

Key Facts About Gatton School

Age range	4-11
Location	Wandsworth, London
School Type	Islamic Voluntary Aided School(Sunni)
Foundation Body	Al-Risalah Education Trust
SLT Structure	Head, Deputy Head, 4 Assistant Heads & 5 Subject Leaders
Total Staff	84.4 FTE (additional temporary staff based on needs)
Pupil Roll Sept 2021	630
% FSM	10.8%
% EAL	78%
% SEND	12%
EYFS Standards for 2019	73% achieved a Good Level of Development (GLD)
Y1 Phonics 2019	93% achieved the expected standard in phonics
KS1 Results 2019	Expected Standard Reading 81%, Writing 77% and Maths 82% Reading, writing and maths combined 76% Greater Depth Reading 26%, Writing 16% and Maths 26% Reading, writing and maths combined 16%
KS2 Results 2019	Expected Standard Reading 86%, Writing 93%, Maths 96% and SPAG 91% Reading, writing and maths combined 84% Greater Depth Reading 39%, Writing 43%, Maths 52% and SPAG 48% Reading, writing and maths combined 29%
Attendance 2018/19	95.9% (2018/19)

“My child really enjoys the Times Table Rockstars battles, he logs in everyday and as a result his times table knowledge has become very accurate.”

March 2014
OUTSTANDING in all 5 areas

Current school self-evaluation

Quality of Education – outstanding

Overall outstanding quality of provision and high outcomes at the end of KS2 at expected standard and Greater depth, pupils make strong progress from Reception to end of KS2 as evidenced by high outcomes in Year 6.

On-going focus to maintain high quality in meeting the challenges posed by the Corona virus pandemic.

Behaviour and attitudes – outstanding

Very low levels of serious incidents, fixed term exclusions with no permanent exclusions. Pupils are motivated and demonstrate outstanding attitude to learning.

Personal development– outstanding

Pupils benefit from wide ranging curriculum programmes that impact positively on their development providing excellent coverage of SMSC development and British Values.

PSHE and character education are well developed in school and have a positive impact on pupils' behaviour, self-confidence and resilience.

Support for pupil mental health needs has strengthened and has a positive impact on their well-being.

Leadership and management – outstanding

Leadership capacity is strong, weaknesses are quickly identified and tackled head on to bring about improvement. Leaders promote a positive culture for learning and are available to staff, pupils and parents.

Governors are well-informed about the performance of the school and provide high quality support and challenge. Parents take an active interest in the education of their children.



Section 48 Inspection

May 2015 - Good with outstanding features
 (Religious education, collective worship and SMSC)

Website

www.gatton.wandsworth.sch.uk

“Understanding and doing one Maths topic a week is helping Muhammad. Since you are concentrating on one topic a week especially in Maths – it is helping him grasp the concept well. He is now able to do the 3 stars challenging questions at home.”

Our Vision and Values

Our Vision

Our pupils achieve excellence academically, spiritually, morally and socially. To ensure ALL children have access to an outstanding curriculum to achieve their full potential and develop as excellent role models and confident individuals who are ambitious and successful in their present and future lives.

Our Aims and Ethos

Our aim is to create a caring, warm, Islamic atmosphere within which pupils can develop their full potential. Through the teaching and practice of Islam, in the light of the Qur'aan and Sunnah, we aim to help our pupils to develop a love for Allah ﷻ and confidence in their identity as young Muslim children.

By providing stimulating and differentiated work, setting tasks and goals that are achievable, we aim to acknowledge and actively encourage all abilities within the school. Our target is to continually assess and positively reward the effort and progress made by our pupils. We have high expectations of our pupils, not only in academic excellence but also in standards of behaviour, appearance and character, both inside and outside the school. We hope to equip our pupils with the skills to face the challenges of today's changing world by encouraging communication, personal growth and confidence at all levels and a respect for all the creation of Allah.

Our Priorities

- Establish Gatton Primary School as a caring and respectful community where pupils, parents and staff feel welcome, safe and valued as individuals.
- Help every individual pupil to develop confidence, self-esteem, ambition and self-discipline.
- Teach all areas of the curriculum in a way that is accessible and challenging for all pupils.
- Develop a school environment where quality and attainment is valued.
- Maintain professionalism and teamwork amongst staff.
- Encourage children to feel responsible for the school, community and the environment.
- Work in partnership with parents for the benefit of the pupils

Our Core Principles and Values

Our vision, aims and ethos is supported by following our core principles and values.

- Faith
- Excellence
- Equality
- Commitment
- Honesty
- Partnership
- Responsibility
- Respect

“I like school I made lots of friends”



Headteacher Job Description

Title and Grade of Post	Head Teacher Leadership Scale: L24B £82,277- L31A £95,216
Status of Post	<p>The Headteacher is an employee of the Governing Body and is required to carry out professional duties as detailed in the School Teachers' Pay and Conditions Document, and support the aims and objectives of the Al Risalah Education Trust.</p> <p>This job description may be amended at any time, following consultation and will be reviewed annually.</p>
Job purpose	<p>To provide outstanding leadership and management of the school to secure sustainable success and to ensure that all pupils achieve their highest potential, both educationally and Islamically.</p> <p>To demonstrate consistently high standards of principled and professional conduct.</p> <p>The post will require you to work closely with the governing body, Al-Risalah Trust and LA officials to ensure the continuous improvement of the school.</p>
Reporting to	<p>The post holder is responsible and accountable to the Governing Body in all matters.</p> <p>The post holder is expected to work with the Trust Director in promoting the ethos and maintaining and expanding community links.</p>
Key Responsibilities	<ul style="list-style-type: none"> • To establish and sustain the school's ethos and strategic direction in partnership with governors and through consultation with the school community • To ensure pupils are provided with an enriching learning experience • To raise the level of attainment and achievement and maximise rates of progress for all pupils, ensuring that the quality of teaching and learning is outstanding or consistently good in all classes • The management of all aspects of the school (both on a day-to-day basis and, with the governors, setting the longer term direction of the school"). • To ensure that children are happy, engaged with learning and safe in school • To maintain and enhance the Islamic ethos of the school as per the Quraan and Sunnah in collaboration with the Director of the Trust. • Support the leadership of Trust schools and share excellent practice and learn from, with and about other schools in the Trust family of Schools • To work collaboratively with other schools in promoting community cohesion • Support the priorities of the LA and the activities of the Trust.
Health and Safety Statement	<p>So far as is reasonably practicable, the HT must ensure that safe working practices are adopted by employees and in all premises/work areas, to maintain a safe working environment for employees and service users.</p>

Job Description

Shaping the Future

Works closely and collaboratively with the governing body, the Trust Director and others to ensure that the school' vision and strategic plan are effective and pertinent to the school's priorities. These should be clearly articulated, shared, understood and acted upon effectively by all within the religious ethos framework.

Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain continual school improvement and a sense of team ownership.

Demonstrates the vision and values in everyday work and practice.

Motivates and works with all stakeholders to create a shared culture and positive climate.

Ensures creativity, innovation and the use of appropriate new technologies and initiatives to achieve excellence.

Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large.

Analyses, interprets and understands relevant data and information to inform future plans for improvement



**“I love school
I get to play
fun games”**

Curriculum, Assessment , Teaching & Learning

Ensures a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught across all phases.

Establishes effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities

Establishes and sustains outstanding teaching and learning provision across the school, built on an evidence-informed understanding of effective teaching and how pupils learn.

Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and appropriate benchmarks to monitor progress every child's learning

Ensures that learning is at the centre of strategic planning and resource management.

Establishes creative, responsive and effective approaches to learning and teaching that are sustainable & appropriate to the evolving needs of the socio-economic dynamics of the community

Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.

Demonstrates and articulates high expectations and sets challenging targets for the whole school community.

Implements strategies that secure high standards of behaviour and attendance.

Determines, organises and implements a powerful curriculum and implements an effective assessment framework

Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

Monitors, evaluates and reviews classroom practice and promotes improvement strategies.

Challenges underperformance at all levels and ensures effective corrective action and follow-up.



“Tooting is our community and we need to help it as much as we can”.

Developing Self and Working with Others

Effectively manages challenges that arise.

Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.

Builds a collaborative learning culture within the school and actively engages with other Trust schools to build effective learning communities.

Develops and maintains effective strategies and procedures for staff induction, professional development and performance review.

Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

Acknowledges the responsibilities and celebrates the achievements of individuals and teams.

Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.

Regularly reviews own practice, sets personal targets, and takes responsibility for own personal development in conjunction with the SIO and Governing body

Manages own workload and that of others to enable an appropriate work/life balance

Managing the Organisation

Works with the Governing Board to create an organization structure that reflects the school's religious ethos, values, and enables the management systems, structures and processes to work effectively in line with legal requirements and by adopting the appropriate Trust & LA policies

Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.

Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives

Manages the school's financial and human resources in keeping with the SFVS in order to ensure effectiveness and efficiency in achieving the school's educational goals and priorities.

Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.

Implements successful performance management processes with all staff.

Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.

Responsible for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.

Uses and integrates a range of technologies effectively and efficiently to manage the school.

Securing Accountability

Fulfils commitments arising from contractual accountability to the governing body.

Develops a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with performance management review timelines.

Uses a range of evidence, including national data and own schools performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance

Works closely with the governing body (providing information, objective advice and support) and the Trust director to enable it to meet its responsibilities.

Develops suitable quality assurance systems, including school review, self-evaluation and performance management and presents a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, SIO, parents and carers.

Reflects on personal contribution to school achievements and takes account of feedback from others

Strengthening Community

Developing communication flow with the wider community to build upon all stakeholders' confidence and understanding of the school.

Builds a school culture and curriculum that takes account of the richness of the school's communities.

Ensures learning experiences for pupils are linked into and integrated with the wider community.

Provides a range of community-based learning experiences

Collaborates with other agencies in protecting children

Creates a wholly inclusive environment whereby all children with physical or learning challenges can be welcomed and supported appropriately.

Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment

Collaborates with other Trust schools and local schools in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

Seeks opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

Headteacher Person Specification

FAITH	E	D
A practising Muslim from the Ahlus Sunnah wal Jama'ah who is committed to affirming and enhancing the Islamic ethos of the school with an active commitment to supporting and developing the Islamic Studies Provision.	✓	
Understanding of the distinctive nature, requirements and purpose of an Islamic School and the local Muslim community		✓

QUALIFICATIONS AND TRAINING	E	D
Qualified Teacher Status and evidence of professional development, particularly in relation to leadership and school management programme or similar.	✓	

EXPERIENCE	E	D
Proven successful leadership and management experience as a Headteacher or part of a leadership team within a range of settings,	✓	
Successful experience of performance management	✓	
Experience of managing school finances and other external funding sources "Successful experience"?	✓	

SKILLS AND QUALITIES	E	D
Ability to develop and maintain good personal and professional relationships with pupils, teaching and non-teaching staff, parents, the Governing Body , Al Risalah Education Trust, LA and representatives of professional associations and external agencies.	✓	
Proactive in collaborating with other schools, building partnerships and extending links with all stakeholders.		✓
Proven ability to motivate others, build effective teams and inspire staff.	✓	
Proven ability to organise and prioritise tasks effectively, work under pressure and ensure that they are carried through successfully and the ability to delegate responsibility.	✓	
Proven ability to set high standards and priorities for improvement	✓	

KNOWLEDGE, ABILITY, ACCOUNTABILITY AND UNDERSTANDING	E	D
Proven ability to develop a clear vision of the schools future development.	✓	
Proven ability to promote a strong, positive ethos and maintain high standards of behaviour.	✓	
Knowledge and understanding of the leadership styles appropriate for use in a Muslim school.	✓	
Proven ability to demonstrate and articulate high expectations and set challenging targets for the whole school community.	✓	
Evidence of good/outstanding teaching practice including the ability to lead by example and to identify where teaching is good to outstanding, where it needs to be improved and how to improve it.	✓	
Evidence of understanding and welcoming the role of effective governance, upholding the obligation to give account and accept responsibility	✓	
Understanding of establishing and sustaining professional working relationship with Governing Board.	✓	
Analyse, interpret and understand relevant data and information-(School Profile, FFT, APS, VA score, Raise online etc) and enable others to understand and use it too.	✓	
Sound knowledge of the new curriculum, new assessment framework as well as of recent educational developments, Ofsted Framework and legislative changes and their significance for the school.	✓	
Proficiency in computing and enthusiasm for its implementation throughout the school.		✓
Commitment to and an understanding of equal opportunities both for pupils and staff.	✓	
Understanding of current Safeguarding, child protection issues and legislation.	✓	
Knowledge of finance and budgetary aspects of local management of schools and ability to manage the schools finances in accordance with the priorities of the school.	✓	
Demonstrable knowledge of the SEND Code of Practice and its implementation.	✓	
Ability to develop a comprehensive inclusive education provision for all groups of children.	✓	