



# St. Michael's CE Primary School

## Headteacher application pack

Granville Road  
London  
SW18 5SQ

T 020 8874 7786  
E [info@stmichaels.wandsworth.sch.uk](mailto:info@stmichaels.wandsworth.sch.uk)  
W <https://www.stmichaels.wandsworth.sch.uk/>





Dear Applicant,

Thank you for your interest in the post of Headteacher at our school. The Governors are seeking a candidate who will continue to ensure that St Michael's remains an exciting and joyful place to learn, reinforce our robust Christian ethos and deliver on our strategic goals.

Our new Headteacher must be ambitious for all our children and give each one every opportunity to both achieve their potential and move confidently on to the next stage of their education.

This application pack contains information about the school, the person specification and the job description. Please take a look at our [website](#) to give you a flavour of our community.

If you think that you are who we are looking for and would like to visit, then please contact the school office on 020 8874 7786 to make arrangements.

Completed applications should be submitted by 11:59pm on Sunday 21<sup>st</sup> January 2024.

Interviews will take place on Thursday 8<sup>th</sup> February 2024.

I look forward to receiving your application and hope to meet you soon.

Yours sincerely,

David Walton  
Co-Chairs of Governors

John Whitehouse



# From the Vicar of St Michael's & All Angel Southfields

Dear Applicant,

Firstly, thank you for expressing interest in this role.

St Michael's church founded St Michael's school and ever since then we have had a creative and supportive relationship together. As a church we host regular special services, such as Christmas, Easter, Harvest and year Six leavers. My self and our staff team lead either weekly whole school collective worship, or in smaller classroom settings.

We regularly pray for the school, and consider the life of the school community, pupil, parent and teacher as part of the wider mission and ministry of the church.

Many of our church families have children at the school, and our church members make up most governors on the Governing Body.

From our SIAMS report;

*"The school's Christian vision is deeply engrained across its life and work, profoundly and positively influencing decision making, policies, practice and relationships at all levels. It is successfully underpinned by a clear appreciation of education within a Christian and inclusive context, so that it serves its diverse community extremely well."*

We look forward to working closely with a candidate whose faith informs their actions, and who we can support in helping the children of the school to grow in body, mind and spirit, within the love of God.

Kind regards

Rev Stephen Melliush

Vicar St Michael's and All Angels Southfields & Governor



## About us

St Michael's was established in 1912. It remains a flourishing voluntary-aided Church of England primary school committed to providing a broad and balanced education within a secure and nurturing Christian environment for boys and girls aged 3 to 11 yrs.

We extended to a 2-form entry school in 2009. From Reception to Yr 6, and Mini-St Mike's nursery (opened in January 2021). We also enjoy fabulous facilities including a MUGA pitch, a good sized hall, an outdoor learning area, significant playground space and a 'parking area' for bikes and scooters.

We are located in the heart of Southfields, a beautiful, leafy residential area in between Wandsworth and Wimbledon. The local parish Church and the London Mosque are very nearby and both Southfields Underground station and the All England Lawn Tennis Club ground are easy-walking distance.

We actively promote that 'everyone is unique and everyone has a contribution to make' and this is achieved and celebrated throughout our curriculum and worship.



## Mission, Vision & Values

Our Mission and Vision is central to what we do in school and supports our children to flourish and meet their God-given potential through a broad curriculum of study.

### Our Mission:

St. Michael's CE Primary School, established upon Christian foundations and living out the Christian faith, is committed to providing every child with an excellent education.

### Our Vision:

- **Create** a secure and nurturing Christian environment which values and respects every individual and their beliefs
- **Equip** children, through an innovative and broad curriculum, with confidence and life skills to reach their full, God-given potential
- **Partner** with home, church and the local community to make a positive contribution to God's world

### Our Values:

- we live out gospel values of **kindness, generosity, love, justice, fairness, truth, hospitality, service, compassion, forgiveness and redemption.**
- Each week we highlight one of the gospel values and this becomes a focus of assemblies, prayer and teaching.

# Core growth priorities

Short - 2023-24

- Improve Writing outcomes to same levels as Maths & Reading, vs. National & LA
- Recruit new Headteacher
- Embed new SIAMS framework and foster individual spiritual growth

Medium - 2024-27

- Yr6 SATS progress (vs. Yr2 SATS 2021-23) to exceed National & LA
- Increase commercial income streams x3, utilising the school's grounds and facilities
- Strengthen teacher training for ongoing development, partnering with other schools
- Sport & music be more central to our pupils' development
- Deepen partnerships with local schools, business and wider religious communities

Long - 2027-30

- Yr6 SATS scores 2yr average to be No1 in LA & top 1% across England and Wales
- Complete Carbon Zero 2024-30 project



## Senior Leadership Team & Board of Governors overview

We are very fortunate to have a capable Senior Leadership Team, led by our;

- Deputy Headteacher, DSL & SENCo lead, supported by our:
- two Assistant Headteachers, each having spent over 10 years at St Michael's
- four Phase leaders (EYFS, Lower, Middle & Upper)

We have a consultant Headteacher in place to provide added support and guidance to our leadership team until the substantive Headteacher position is filled.

Our Board of Governors comprises 18 people;

- 8 Foundation (elected by St Michael's PCC)
- 2 Foundation (appointed by the Southwark Diocesan Board of Education)
- 1 appointed by the Local Education Authority
- 2 Parent (elected by parent body)
- 1 Staff (elected by staff body)
- 2 co-opted
- 1 Headteacher (ex-officio)
- 1 Vicar of St Michael's Church (ex-officio)

In addition to Board meetings, each governor contributes to the success of the school via subject/faculty link roles, continuous training, joining school trips and participating in the following committees;

- Pay committee (x2 yearly)
- Headteacher's performance review team (x3 yearly)
- Admissions committee (x3 yearly)

## Comments from OFSTED & SIAMS

St Michael's was inspected by OFSTED in June 2022 and was graded "Good".

*Some comments from OFSTED:*

- "Pupils enjoy their learning. They take part in an extensive range of visits and clubs. Many pupils have opportunities to follow their interests."
- "Parents and carers praise the 'family feel' of the school's community. Leaders and staff work together to ensure that expectations are high for all pupils, particularly for pupils with special educational needs and/or disabilities (SEND)"
- "Pupils behave well and have positive attitudes. They actively and sensibly take part in lessons. Adults encourage pupils to share their views which helps to build their confidence."

Our last SIAMS inspection was in March 2019 and we were judged to be "Excellent".

*Some comments from SIAMS:*

- "Innovative curriculum planning, adapted to meet school needs, is a clear expression of its inclusive Christian vision. It successfully provides support and challenge to allow all, including the most vulnerable, to flourish."
- "Effective pastoral care for pupils to be their best both academically and personally is specifically based on encouraging them to flourish as unique individuals, precious to God."
- "Inspiring collective worship and effective RE are given high priority and successfully support and reflect the school's Christian vision. Both areas promote deeply the spiritual and moral development of pupils, helping them to make a positive contribution to God's world."

SIAMS and OFSTED inspection reports can be found [here](#).

"St. Michael's Church of England School, established upon Christian foundations and living out the Christian faith, is committed to providing every child with an excellent education."

## Comments from PTA & their events

*"What a day! A day where our whole school community gathered and was at its finest, putting on an event for all. Thank you for everything that you did - we are so grateful and proud!"*

*"Having lived in the area for 15 years, the very sad part is saying goodbye to this wonderful school - it is the most supportive and friendly community I've ever known!"*

*"Such a fab night - so grateful for all the ways the PTA supports the school and builds community!!!"*

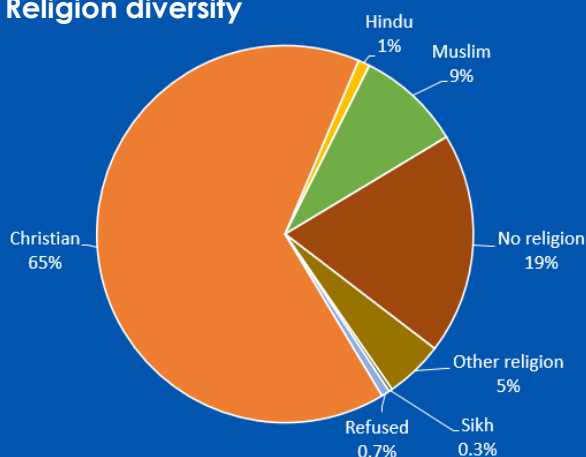
*"Thank you SO much to the Autumn Social team for such a brilliantly fun night. Thanks for all your hard work which totally paid off. What a great atmosphere and fantastic to see so many friends. Thank you team. xx"*



# Pupils, in numbers

<b>Capacity</b> (excl.nursery):	420	
Currently on roll:	401	
Boys:	198	49%
Girls:	203	51%
Free school meals:	25	6.2%
Looked after:	0	0%
Previously looked after:	4	1%
END:	35	8.7%
EHCP:	4	1%
EAL:	109	27%
Service:	15	3.5%

## Religion diversity



## KS2 2023 OUTCOMES

Pupils meeting the expected standard:	Reading 98%, SPaG 98% & Maths 98%
Pupils attaining the higher standard:	Reading 66%, SPaG 68% & Maths 59%
Average scaled scores (Progress vs. 2022):	Reading 111 (+2) & Maths 110 (+3)

# Curriculum

St. Michael's is committed to providing a broad and balanced curriculum for all our children which develops them into well-rounded citizens who are respectful, tolerant, accepting of difference and can transfer these skills along with what they have learnt in English, Maths, RE, Science and Foundation subjects across the whole curriculum and into their future lives. We provide:

- Excellent facilities and staff to promote and extend all subjects and provide a high standard of education;
- Sports and Music specialist teaching above and beyond the average school;
- Excellent resources to develop the technological skills of the pupils in our care with a high-tech chrome and Google Educational environment and a highly commended online learning platform;
- An enriched curriculum across each Phase that brings learning to life, engaging the children in a fantastic way.

We want our children to know how to study and work effectively on their own, and also how to contribute as part of a group; to listen in lessons, but also to speak and present. We want them to be as confident in the new technologies of tablet, cloud and programming language as they are with book, paper and pen. They will know how to collaborate without copying, how to debate while still listening and will have learned that enthusiasm and curiosity are the best tools we have.

We use our **Growth Mindset** characters of: Persistence, Reflection, Collaboration and Innovation to support these ideals and instil the right attitude to learning across the whole school. More information can be found [HERE](#)



# Job Description

This job description should be read in conjunction with the range of duties and responsibilities of Headteachers as set out in the Teacher's Pay and Conditions document.

## Job Purpose

- To agree a shared vision and ethos for the school and provide clear strategic direction
- To promote the Christian ethos and values which underpins all aspects of school life
- To ensure high academic standards
- To ensure Safeguarding is effective
- To promote creativity incorporating new technologies
- To work effectively with and be accountable to the Governing Board
- To oversee the operational maintenance of the building
- To ensure all policies are up to date and actioned

## Leadership and Management

- Recruit and maintain a high-quality leadership, teaching and support staff team
- Develop and review the School Strategic Plan underpinned by sound financial planning
- Create a motivating, collaborative learning culture
- Manage change and incorporate new ideas and plans
- Promote professional development and a good work-life balance for themselves and for colleagues
- To promote a whole school culture which is joyful, caring and highly ambitious

## Teaching, Learning and Standards

- Ensure the school provides an enjoyable and engaging learning environment with a broad curriculum which enables all children to achieve
- Create a learning culture of challenge and support
- Ensure high standards of learning, behaviour and attendance are maintained
- Monitor, track and report on progress and attainment

## Resources and Finance

- Manage the school finances effectively, and produce and manage a balanced budget
- Ensure premises are maintained and updated
- Seek additional financial and resource opportunities

## Community

- To create a happy, joyful and welcoming Christian based school community reflecting the richness and diversity of pupils, parents, staff, governors and volunteers
- Ensure effective liaison with Southwark Diocesan Board of Education and Wandsworth Borough Council
- Develop and maintain positive links with the parish and wider community including other primary schools and secondary schools to which pupils may transfer

## Communication

- Maintain high quality communication channels with all stakeholders



# Person Specification

Requirements (Essential unless otherwise stated)	Assessed at each stage	
	Application	Interview
<b>Qualifications and Experience</b>		
1. Degree and Qualified Teacher Status	X	
2. NPQH or working towards this or evidence of other successful professional study	X	
3. Proven commitment to continued professional development	X	X
4. Evidence of dynamic and inspirational leadership in a primary school	X	X
<b>Skills and Knowledge</b>		
5. Demonstrate a commitment to maintaining the Christian ethos of the school	X	X
6. Understand the legal framework within which a church school operates, including national policy, curriculum developments, the OFSTED inspection framework and Safeguarding practices and procedures	X	X
7. Ability to identify and evaluate data critical to the assessment of the school's performance and take appropriate action in the best interests of the school		X
8. Experience of effective financial planning, budgetary management and the use of resources to achieve the school's objectives	X	X
9. Understanding of the principles of excellence in teaching, learning and assessment	X	X
10. Knowledge and understanding of how to provide a broad and balanced education and the widest range of opportunities for ALL pupils to enable them to achieve their full potential	X	X
11. Ability to maintain high levels of behaviour to support children's learning and social and emotional development	X	
12. Experience of leading high performing teams and maintaining effective personal relationships	X	
13. Experience of working with and creating learning partnerships and networks	X	
<b>Leadership Skills</b>		
14. Ability to demonstrate commitment to safeguarding and promoting the welfare of children, ensuring that all members of the school community share that commitment	X	X
15. Experience and ability to develop and communicate a clear strategic vision for the future development of the school in consultation with other stakeholders		X
16. Experience of delivering the principles and strategies of whole school improvement by initiating, implementing and evaluating change and development	X	X
17. Ability to manage, motivate and support individuals and teams effectively showing commitment to accountability for pupil outcomes - this will include Performance Management of staff	X	
18. Ability to build and maintain effective relationships with parents, carers, partners, and the community	X	
19. Ability to lead in a joyful, caring and highly effective manner	X	

## Person Specification ..../contd

Requirements (Essential unless otherwise stated)	Assessed at each stage	
	Application	Interview
<b>Personal Qualities</b>		
20. High expectations of yourself and your staff		x
21. Strong presentation in public and private speaking and writing skills	x	x
22. Excellent communicator with effective listening skills		x
23. Courage and ability to tackle difficult issues, to avoid defensiveness and to convey outcomes clearly and sensitively		x
24. Calm and organised under pressure		x
25. Caring and supportive of pupils and staff		x
26. A positive outlook on life		x
27. A genuine desire to work with children, staff and parents to affect the best possible outcomes for each child in your care		x

## What **Staff**, **Parents** & **Pupils** would like in a new Headteacher

*Understands the importance of mental health and wellbeing/ promoting a positive work-life balance.*

*Willing to adapt. Continuously seeks out best practices, able to collaborate with other schools.*

*Someone with understanding and has good knowledge of EYFS*

*Willing to adapt. Continuously seeks out best practices, able to collaborate with other schools.*

*Has a strong Christian faith that flows through everything she/he does*

*Clear SENco experience*

*An open communicator to all members of the community – staff, pupils, parents/carers, suppliers and contractors*

*Kids to have more say on decisions especially sport or more activities*

*Be generous with your time*

*Must be a big thinker and prepare well*

*Supports the wider curriculum, such as PE, Music and MFL.*

*They have a living faith. They understand what it is like to work in a faith school.*

*Someone who can make changes gradually, with consultation from staff and children, to ensure change is manageable and wellbeing is protected.*

*Someone who is a presence around the school, walking around and checking in. Therefore, making them approachable if/when issues arise.*

*Brings joy & wisdom to the school*

*Brings sport and teamwork more central to school life*

*Can build a dynamic & clear vision for pupil's future needs*

*Help people and be visible around the school*

*Be fun and serious, about 50:50!*

*Be kind and strict, but not too strict*

## Safer Recruitment

The role of Headteacher is a key strategic one in relation to safeguarding. Evidence of commitment to, and experience of, leading on Safeguarding will be sought at both application and interview stage.

The successful applicant will be subject to an Enhanced DBS Check with barred list information as part of the vetting process for this role.

You can read all of the school policies on our website including our Safeguarding and Child Protection Policy [HERE](#).

## Equality, Diversity & Inclusion

We are committed to positively tackling discrimination in all its forms and work to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.



## How to apply and next steps

Please read the letter from Wandsworth Council at the end of this pack. This will explain how to apply and who to contact if you have any special requirements.



T 020 8874 7786  
E [info@stmichaels.wandsworth.sch.uk](mailto:info@stmichaels.wandsworth.sch.uk)  
W <https://www.stmichaels.wandsworth.sch.uk/>





## 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

Email: [csschools@wandsworth.gov.uk](mailto:csschools@wandsworth.gov.uk)  
Web: [www.richmondandwandsworth.gov.uk](http://www.richmondandwandsworth.gov.uk)  
Date: 4<sup>th</sup> January 2024

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at St Michael's CE 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. Other criteria will be assessed elsewhere in the selection process.

We encourage you to visit the School to help you prepare for your application. Please contact the School office on 0208 874 7786 or [info@stmichaels.wandsworth.sch.uk](mailto:info@stmichaels.wandsworth.sch.uk).

The deadline for us to receive your completed application is 11:59pm on **Sunday 21<sup>st</sup> January 2024**.

Shortlisting will take place on **Wednesday 24<sup>th</sup> January 2024**.

Successful applicants will be invited to an interview and assessment day on **Thursday 8<sup>th</sup> February 2024**.

If you have any special requirements to enable you to fully participate in the application and/or selection process, please contact me on 020 8871 8273 or by e-mail to [csschools@richmondandwandsworth.gov.uk](mailto:csschools@richmondandwandsworth.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**