



# Brandlehow Primary School Headteacher Candidate Information Pack

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## WELCOME TO OUR SCHOOL

Dear Candidate,

Thank you for your interest in becoming the new Headteacher at Brandlehow Primary School. This is a fantastic opportunity for a highly motivated, inspirational new Headteacher to join our school.

Brandlehow School is a vibrant, thriving, fully inclusive school, conveniently located in Putney with excellent transport links.

We have an enthusiastic and dedicated staff team, a supportive parent/carer community and happy, engaged pupils who love coming to school. Brandlehow school prides itself on its belief in diversity and inclusivity, its focus on wellbeing for all and the best interests and the highest ambitions for all pupils, as our guiding principles.

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

If you believe you are the right person to lead Brandlehow School, visit us and understand what makes us special and how your aspirations will fit with us. Please contact Victoria Smith, our School Admissions Officer to make an appointment during the week commencing 27 March 2023.

*Bridget Smith*

Yours sincerely

**Bridget Smith**, Chair of Governors



*Happy, Safe & Learning  
Achieving & Succeeding Together*



## ABOUT US

**Brandlehow is a vibrant school, where children are at the heart of every decision we make, and are naturally motivated to bring enthusiasm to everything they do.**

Brandlehow is a community primary school in Putney, funded by the London Borough of Wandsworth. We have a strong commitment to continuous improvement of every aspect of school life for children at Brandlehow, seeking to deliver outstanding educational experience of the highest quality for children of diverse backgrounds and abilities. Enthusiasm, enjoyment, creativity, imagination and high expectations of both pupils and staff are at the centre of a wide variety of learning activities. The school has a reputation for its high level of special needs provision and has a strong focus on outcomes and support for children with SEND.

We are conveniently placed for public transport links – buses, East Putney tube station and Putney mainline train station are all within easy walking distance. There is a limited amount of parking on site and controlled parking surrounds our school. Staff members also cycle to school – there are cycle racks on site. The open space of Wandsworth Park and the River Thames are just over the road from the school. Putney High Street and Wandsworth High Street are equidistant from the school.

The school has recently undergone a major refurbishment with new buildings, classrooms and communal spaces, including a large playground and dedicated Early Years

space, which provide multiple opportunities for pupils and learning contexts. Brandlehow was rated Outstanding by Ofsted in 2011 and the school is due for re-inspection.

**Children's ages: 3-11**

**Current school roll: 351**

**Brandlehow has a strong vision and values which drive everything we do. Our aims are:**

- To provide a creative, challenging and diverse education in an environment which is safe, nurturing and stimulating for everyone.
- That children are supported by the whole school community to develop independence, resilience and a love of learning.
- That each one of us makes the most of our opportunities to acquire the skills, knowledge and understanding necessary to flourish in an ever-changing world.
- That everyone is valued and respected, making meaningful contributions with a cooperative spirit, to foster individuality and collective worth.

## ABOUT US

351 children are currently on roll including full-time and part-time nursery children. These are arranged in 12 classes and the nursery. We are a school with two forms of entry in all but two year groups, current Year 3 and Year 4, and will be fully two forms of entry by September 2026

There is a happy and thriving Breakfast Club and After-school Club that offers wrap-around care for working families in our community.

Brandlehow prides itself on the number of extra-curricular clubs which take place before and after school and in the lunch hour. Staff, parents and outside visitors generously volunteer their time to run these. Feedback from the parents/ carers and children frequently shows that these clubs are one of the crowning strengths of the school.

We have an award-winning garden featuring a wild-flower area, a pond which is full of life and productive vegetable beds. This is proudly maintained and cultivated by the children, parents/carers and staff.

Our values, engaging curriculum and focus on each individual child help to ensure our very high attendance record





## ACHIEVEMENTS, RESULTS AND FOCUS

Brandlehow celebrates the fact that a wide range of minority ethnic backgrounds are represented within its diverse intake. A wide range of the pupils speak English as an additional language and we draw upon these skills to enrich our curriculum and environment.

A lower-than-average proportion of children are eligible for free school meals. The proportion of pupils identified with Special Educational Needs and/or disabilities is above average and we currently have a high number of children with Education and Health Care Plans.

Our attainment has remained high for a number of years but this is not our sole focus. We aim to ensure that Brandlehow children develop outstanding personal qualities, that they are kind and considerate to one

another and that they take responsibility for others and for the environment. We continue to raise aspirations for all pupils by ensuring outstanding academic and pastoral support for every child through high quality teaching and provision.

We provide a relevant, creative, broad and inclusive curriculum which raises achievement, encourages all children to have a love of learning and inspires them to succeed in all they do. Brandlehow celebrates each child's enjoyment and achievement in a wide range of activities including languages, food, art, sport, music and dance. We want all pupils to experience London's rich diversity and we organise events and visits by speakers to the school but also arrange for the children to have a visit every half-term to a wide range of venues to support their learning.

### Listening to pupils

The children provide regular pupil voice through various means and are also members of one of four vertical houses; several of the older pupils are captains and lead in different aspects of school life.

We value hearing pupils' views and opinions and present them with regular opportunities in lessons and assemblies to voice these, as well as the opportunity to take part in the school council.

### Wellbeing

Brandlehow prides itself on the friendliness, confidence and character of its children and staff.

All learners at the school understand the importance of staying healthy – both physically and emotionally.

Sport plays a vital role in promoting good health and has been one of the cornerstones of the school's identity. Though competition is encouraged, children understand that sport is primarily undertaken for enjoyment and to encourage team spirit and can be accessed by all, regardless of ability or experience. "Wellbeing for all" is a tenet of the school strategic plan.

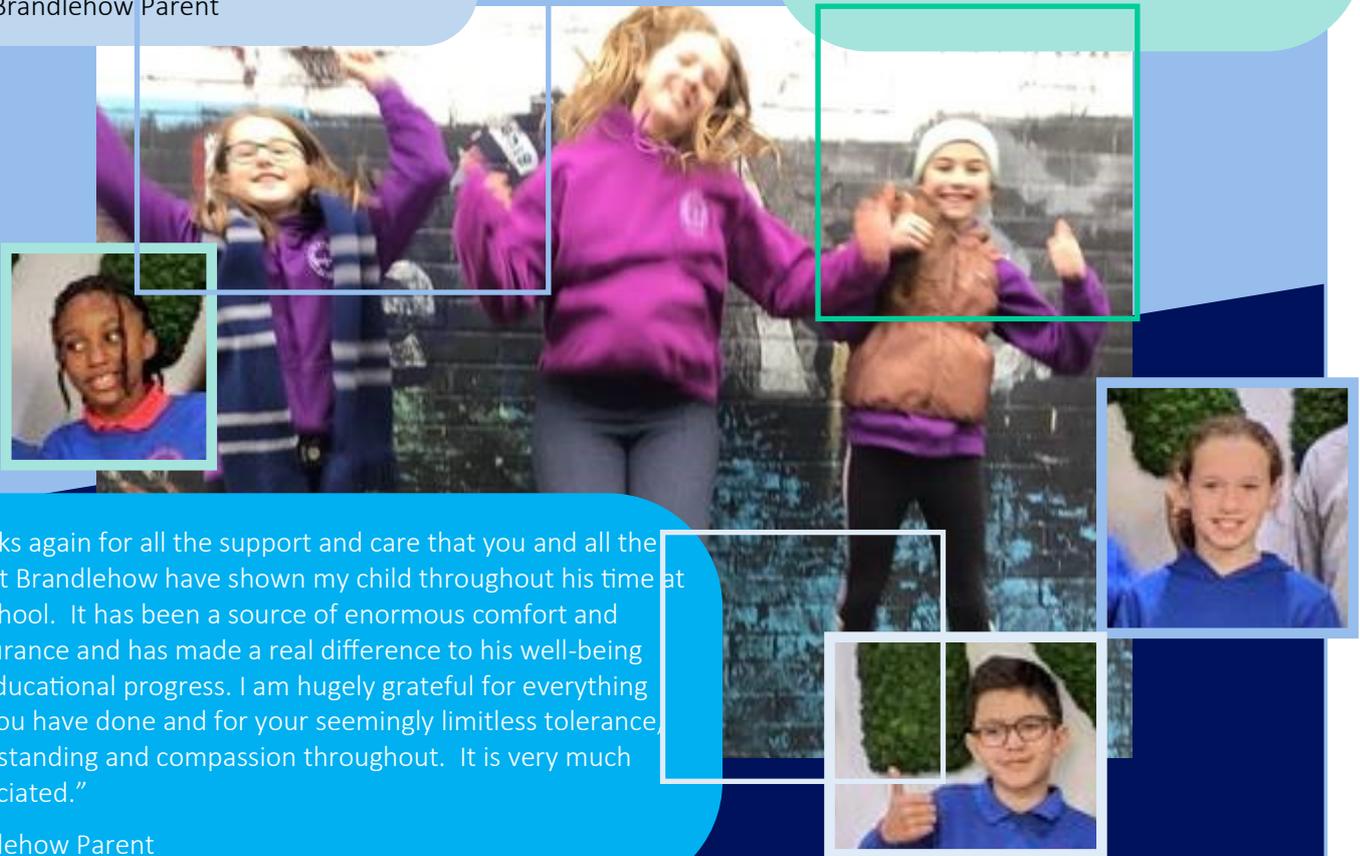
# PARENT VOICE

“The Brandlehow team have always been welcoming, inclusive, accessible and responsive. The accessibility of all the team and open channels of communication have been invaluable.”

Brandlehow Parent

“ I want to convey how happy we are with the school, the joyful, inclusive atmosphere and inspired by the many opportunities... Most of all I acknowledge how hard working and dedicated the staff are... “

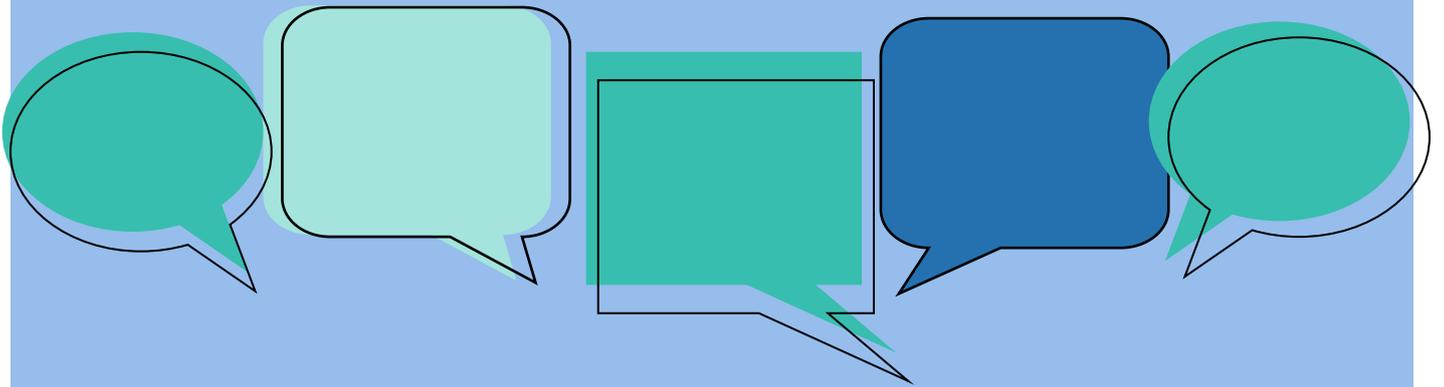
Brandlehow Parent



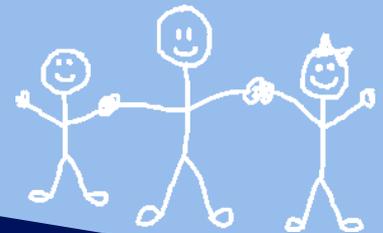
“Thanks again for all the support and care that you and all the staff at Brandlehow have shown my child throughout his time at the school. It has been a source of enormous comfort and reassurance and has made a real difference to his well-being and educational progress. I am hugely grateful for everything that you have done and for your seemingly limitless tolerance, understanding and compassion throughout. It is very much appreciated.”

Brandlehow Parent

“A TRULY INCLUSIVE SCHOOL WHERE SUCH CARE AND ATTENTION IS GIVEN BY ALL MEMBERS OF STAFF” BRANDLEHOW PARENT



# PUPIL VOICE



## Thoughts on a new head teacher from our children

Serious when necessary and fun when it's time to be funny and kind and able to arrange fun assemblies and fun activities

Someone who will take ideas from students equally and support and respect all  
A good balance of fun and strict

Generous and still calm during difficult times

A warm heart, amazing ideas and a great personality makes a good head teacher

Someone who is always trying new things, coming up with new ideas and someone who is kind, thoughtful and understanding

Happy and knows what they're doing and their learning curriculum

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## Brandlehow's Leadership Team

Our senior and middle leadership team consists of talented, dedicated and inspirational teachers who strive constantly to improve all areas of the school.

Head teacher

Deputy Head teacher for Equality and Deputy Head teacher for Development

Five TLR 2.2s including one SENCO and four leaders of core subjects and phase leadership

Four TLR 2.1s of the foundation subject areas

## Brandlehow's Governing Body

Our governing body provides a very high level of support and challenge with a team of dedicated and skilled governors who visit the school regularly and lead the school's strategic vision.

The Brandlehow governing body is made up of 16 members:

Head Teacher

One Staff

Three Parents

Ten Co-Opted governors

One local authority appointed governors

Two Associate governors

## SCITT Programme

In summer 2021, the Wandsworth Primary Schools' Consortium (WPSC) board elected Brandlehow to be the new Lead School to steer their work and the development of their School-Centred Initial Teacher Training (SCITT) programme. We currently hold this important leadership role, carrying on the excellent work of the previous Lead School.

The [current] Headteacher, the senior leadership team and the Chair of the Governors each have key roles in the leadership and governance of Wandsworth Primary Schools' Consortium.

Our experienced, inclusive teaching team includes a high proportion of SCITT-trained teachers and senior leaders. As such, we have a strong belief in, and commitment to, maintaining the excellent features of the SCITT programme and ensuring its development in the years ahead.

## Structure and Finance

Brandlehow has been through a long building and expansion phase, and has beautifully designed premises which provide a wealth of revenue possibilities, including from lettings to community clubs, including a popular theatre/music group for children and a family martial arts school.

The school has a strong financial strategy, which takes into account the forthcoming two forms of entry, over-subscribed cohort and benefits from innovative and reliable streams of income developed over several years.

## HEADTEACHER JOB DESCRIPTION

**Post:** Headteacher - Brandlehow Primary School

**Salary:** £70,934 - £80,862 (Group 3-L15-L21)

**Contract Type:** Permanent

**Contract term:** Full Time

**Closing Date:** 16 April 2023

**Start Date:** September 2023



Brandlehow School is seeking to appoint a highly motivated, dedicated and inspirational new Headteacher with a vision for excellence and innovation. We are looking for an ambitious, innovative leader who has a track record in raising attainment who can build on our current success and lead, motivate and develop both pupils and staff while maintaining the ethos and culture of the school. This is a fantastic opportunity for an existing Headteacher or a highly experienced Deputy Head to join our school.

### Main Purpose of Job

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.

### Duties

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.

### Shape the Future

- Lead by example and provide inspiration and motivation to the whole school community; generate vision, ethos and policies for the school which promote high levels of achievement, meet equality objectives and ensure a caring, compassionate, stimulating and secure environment
- Ensure that Brandlehow has a clear, evidence based, strategic vision for school improvement, expressed in its School Strategic Plan that is understood, shared and acted upon effectively by all
- Work in partnership with staff and governors to ensure that the Plan is regularly monitored, evaluated, reviewed and underpinned by sound financial planning
- Ensure that strategic planning takes account of the diversity, backgrounds, values and aspirations of the families who attend the school and the local community
- Ensure that all aspects of the work and organisation of the school are monitored and evaluated to meet all statutory requirements

## Lead Learning and Teaching

- 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
- 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 of individual pupils
- Ensure the support of children with SEND to ensure their highest possible achievement and their wellbeing
- 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
- 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
- Promote and encourage creativity, innovation and the use of new technologies in order 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
- Experience of managing different whole school initiatives
- Maintain effective systems for communicating with parents/carers, pupils and governors to ensure that individual targets and progress are achieved
- Maintain and develop links with parents/carers, other schools, educational establishments and the wider community in order to enhance teaching and learning and pupil's personal development
- Demonstrate the capacity to steer the development and lead the School-Centred Initial Teacher Training (SCITT) programme

## 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, with staff well-being and support at the core

## Manage the organisation

- Develop a strong and effective partnership with Governors
- 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, deploy and develop staff appropriately, and manage 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
- Use a range of technologies effectively and efficiently to lead and manage the school

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## Safeguarding and Promoting the 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
- Ensure all staff are appropriately trained and understand their safeguarding roles and responsibilities
- Ensure appropriate checking and vetting procedures are carried out on staff, volunteers and visitors and ensure compliance by partner organisations
- Provide a learning environment where all pupils feel safe with high standards of behaviour, supported by policies and practices that promote self-esteem, resilience, independence and inclusivity

## 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/carers, governors, the LA, the local community and OFSTED

## Strengthen community

- Build positive relationships with the school community, with a focus on equality and inclusivity to help ensure every child can flourish and fulfil their potential
- Ensure that parents/carers 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 to ensure equality and inclusivity
- 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, the Local Authority, other agencies and the wider community to further pupil welfare and achievement
- Maintain the high and positive profile of the school in the community

## PERSON SPECIFICATION

The person specification below shows the key abilities and skills we are looking for in our new Headteacher. The selection panel will shortlist candidates based on how well they meet the requirements of this person specification. We are looking for candidates who demonstrate knowledge and understanding of each area and show experience of having applied (or awareness of how to apply) this knowledge and understanding in a school context.

### JOB TITLE: HEAD TEACHER

Selection criteria - All essential unless marked \* desirable

Special criterion – A passion for and experience of SEND provision

### Qualifications and Training

- Qualified Teacher Status (QTS)
- National Professional Qualification for Headship (NPQH) (or working towards this)
- 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 demonstrate care and compassion alongside high expectations for all
- Ability to plan strategically for school improvement
- Ability to lead, implement and manage change

# Skills, Knowledge and Aptitudes

## Lead learning and teaching

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- Knowledge and understanding of exemplary classroom practice
- In depth understanding of curriculum and assessment at all relevant key stages
- Knowledge of current developments and initiatives in primary education, understanding the challenges and opportunities these provide
- Thorough understanding of primary pupil needs
- A high level of commitment and experience of SEND provision
- Ability to analyse performance data and set appropriate targets
- Reflective practitioner, passionate about 'quality first teaching', and not afraid to challenge the status quo, making sound and timely decisions based on good judgement

## Develop self and work with others

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- 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 and people management skills
- Ability to collaborate and work in partnership with colleagues and stakeholders
- Ability to clearly communicate strategic vision in order to motivate staff and pupils

## Manage the organisation

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- 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 and manage a budget
- Ability to effectively manage staff workload, staff wellbeing and morale

## Safeguarding and promoting the welfare of children

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- Understanding of current safeguarding issues and legislation
- Evidence of commitment to and promoting the welfare and safeguarding of children
- Evidence of promoting a safe and inclusive environment for all children

## Secure accountability

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- Understanding of the statutory role of Governing Bodies
- Working in partnership with governors providing them with information, advice and guidance to enable them to meet their responsibilities in holding the school to account

## Skills, Knowledge and Aptitudes

### 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
- Ability to work under pressure and with competing priorities
- Passionate, creative and energetic
- Sensitive, approachable and supportive
- Caring, compassionate and collaborative
- High expectations and commitment to continual school improvement

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# 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](mailto:csschools@richmondandwandsworth.gov.uk)

Web: [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)

Date: 22 March 2023

Dear Applicant,

Thank you for your interest in applying for the position of Headteacher at Brandlehow 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 contacting Victoria Smith in the school office by email at [Victoria.smith@brandlehow.wandsworth.sch.uk](mailto:Victoria.smith@brandlehow.wandsworth.sch.uk). Visits to the school will take place week commencing 27<sup>th</sup> March 2023.

The deadline for us to receive your completed application is midnight on **Sunday 16<sup>th</sup> April 2023**.

Shortlisting will take place on **Tuesday 18<sup>th</sup> April 2023**.

Successful applicants will be invited to an interview and assessment day on **Monday 24<sup>th</sup> April 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](mailto: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