



Acting Head of School Candidate Pack 2020
(Crawford School)

CHASING HORIZONS

Welcome from our Executive Headteacher

Dear Candidate,

Thank you for your interest in taking on a Head of School post in Gipsy Hill Federation. We hope that you enjoy looking through the information provided, and that you decide to apply and join our brilliant team. As Deputy Heads in our schools, you will know better than anyone that our schools are great places to work and provide real opportunities to progress your career. Our family of six highly inclusive primary schools are all very happy places with genuinely fantastic staff and really lovely children.

The success of our Federation is due to unparalleled teamwork. There are multiple sources of support to draw upon and many outstanding colleagues to support you both early on and later in your career as a Head as you develop. Every week our Heads meet either as a full team or in cluster groups – which is a great way to share expertise. We are a values-driven family of schools sharply focussed on community transformation and providing our children and families with life-changing educational opportunities. Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. We're looking for:

- Candidates with current or prior experience of working at the Gipsy Hill Federation
- Inspirational leaders who bring commitment, enthusiasm and energy to this post
- Senior leaders who are generous with their time because they want the very best outcomes for pupils
- Staff with ambition and determination to be the best they can be in whatever direction they want their career to go - we provide the opportunities and welcome ambition
- Heads of Schools who want to be professionally respected, well supported and developed
- Leaders who see solutions rather than problems and who embrace teamwork.
- Someone with 'fire in their belly' who will fight for our children to succeed and really care about them.

The successful candidate for the post will be expected to accept a contract reflecting the local authority of the school. For successful applicant with Lambeth contract, it would be preferred that the individual appointed holds a Southwark contract for the duration of this post. If you are a Lambeth employee and you may wish to remain so, then a secondment contract will be issued for the period of the acting cover. If you wish to discuss your application with us informally, please contact Sonia Lima ext 1217 to arrange this.

Warm regards,

Susan Holt, Headteacher Hayley Foxworthy, Head of school (Crawford)



The Interview Process

Our interview process consists of two parts:

- In tray exercise
- Interview

Full details of the process will be contained in your interview invite email.

How to Apply

Please apply by emailing your expressions of interest - i.e. a letter outlining relevant experience, why you deserve the opportunity and how you will be successful within the role. This letter should be sent to: hfoxworthy@ghf.london to be received by **12 noon on Wednesday 9th December 2020**.

Shortlisted candidates will be notified by email.

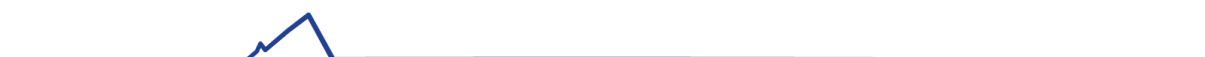
Federation Vision

Our Federation recognises the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole Federation community.

Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities. We aim to deliver a broad, balanced and enriched curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride.

From our stated aims, the whole Federation community works to achieve the following objectives:

- A happy, calm and nurturing Federation community;
- A highly stimulating learning environment;
- Mutual respect and understanding;
- An inclusive education free from discrimination;
- Encouragement to make informed and responsible choices about how we behave and the impact of this on others;
- Very high standards and expectations / intolerance of underachievement;
- Access to an exciting, progressive and varied curriculum;
- Development of self-motivation, independence, positive attitudes and confidence, and
- Provide positive and diverse role models. There will be clear evidence of these objectives around the whole school. All adults working here must share, understand and demonstrate the practise of them





Head of School, Crawford

Job Description including Main Duties and Responsibilities

Start date	January 2021
Salary	Leadership Pay Scale, L 20
Pension	Teachers' Pension
Contract	Fixed Term - Acting up Position
Responsible to	Executive Headteachers
Other Benefits	Contribution to eye care, Annual season ticket loan and cycle scheme.
Application deadline	9 th December 2020 (12noon) – Shortlisting 9 th December 2020 – PM
Interview date	11 th December 2020
	Expressions of interest should be sent to: hfoxworthy@ghf.london

Purpose of Job

In all respects to provide outstanding leadership for the school and the wider Federation

- To ensure outstanding learning and development opportunities for every pupil
- To ensure teaching is of the highest standards
- To ensure all pupils make excellent progress
- To ensure the overall attainment of pupils is high
- To ensure all staff are deployed and motivated so that the school runs safely and effectively at all times
- To ensure all safeguarding requirements are in place, and all staff carry out their responsibilities
- To ensure accurate recording and storage of data of all types, respecting all GDPR requirements
- To ensure all staff are treated fairly, and in line with all relevant policies
- To engage effectively with the school community

The Job Description should be read alongside the range of duties and responsibilities of Headteachers/ Heads of Schools as set out in the annual Teachers' Pay and Conditions document.

Shaping the Future

- To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- To work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- To demonstrate the vision and values in everyday work and practice.
- To motivate and work with others to create a shared culture and positive climate.

- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- To ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

Leading Learning and Teaching

- To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- To ensure that learning is at the centre of strategic planning and resource management.
- To establish creative, responsive and effective approach to learning and teaching.
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- To demonstrate and articulate high expectations and set stretching targets for the whole school community.
- To implement strategies which secure high standards of behaviour and attendance.
- To determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- To monitor, evaluate and review classroom practice and promote improvement strategies.
- To challenge underperformance at all levels and ensure effective corrective action and follow-up.

Developing Self and Working with Others

- To treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a culture of high expectations for self and for others and to take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets and to take responsibility for own personal development.
- To manage own workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

- To create an organisational structure which reflects the school's values, and enable the management systems, structures and processes to work effectively in line with legal requirements.
- To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- To manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.



- To recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- To implement successful performance management processes with all staff.
- To manage and to organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- To use and integrate a range of technologies effectively and efficiently to manage the school.

Securing Accountability

- To fulfil commitments arising from contractual accountability to the governing body.
- To develop a school ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- To reflect on personal contribution to school achievements and to take account of feedback from others.

Strengthening Community

- To build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- To ensure learning experiences for pupils are linked into and integrated with the wider community.
- To ensure a range of community-based learning experiences.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- To seek 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.
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- To co-operate and work with relevant agencies to protect child.

Exercise of Particular Duties

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2015 and updates every year), specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Head of School from time to time, such particular duties as may reasonably be assigned to him.

Equal Opportunities

You are required to



- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

You are required to remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Head of School any incident of this nature you witness, hear about or suspect.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Person Specification

- Hold QTS and have experience in more than one relevant Key Stage
- Have been an outstanding classroom practitioner
- Have been an effective Deputy Headteacher
- Have a comprehensive understanding of all safeguarding processes
- Ability to provide clear educational vision and lead by example
- Be an effective communicator
- Have a clear commitment to Federation vision and ethos as described in this document
- Ability to work in partnership with the Governing Body, other Heads in the Federation and the Federation central team (Finance, HR etc)
- Demonstrate evidence of having implemented improvement in school
- Ability to formulate plans and policies for own school and the wider Federation, and be able to monitor and evaluate their effectiveness
- Understand and implement all statutory requirements
- Maintain a reflective and current understanding of educational developments
- Lead, manage and motivate all members of the school community
- Ability to manage effectively by delegating or allocating tasks to others
- Ability to manage own time effectively
- Ability to use a range of strategies to increase the professional knowledge and understanding of all staff
- Ability to consult and negotiate effectively with all stakeholders
- Ability to interrogate data effectively to set appropriate targets
- Ability to set targets for all stakeholders which have positive impact on standards
- Be a lifelong learner, and inspire this in others
- Have extensive knowledge of effective pedagogy to maximise pupil progress
- Have experience of devising or revising the curriculum to achieve maximum progress and pupil engagement

- Ability to develop and use assessment and monitoring strategies to raise attainment, and enhance teaching and learning
- Ability to engage with parents and carers to raise standards and increase community cohesion
- Ability to use financial resources effectively to ensure best value
- Experience of recruiting and deploying staff
- Confidence to challenge underperformance and hold others to account.

National Standards for Excellence for Headteachers (2015)

Candidates will wish to make themselves familiar with these standards by following this link <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

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Equal Opportunities

Gipsy Hill Federation is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

Safeguarding

Gipsy Hill Federation, Lambeth and Southwark council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure for this authority.

