



new wave federation

APPLICATION PACK

Headteacher



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Welcome Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in our advert for the post of Headteacher at Shacklewell Primary School working within the New Wave Federation. The schools within the Federation are Grazebrook Primary School based in Stoke Newington, Shacklewell Primary School based in Dalston and Woodberry Down Community Primary School based in Manor House. The New Wave Federation was created in April 2016. Our schools federated after forming long term partnerships sharing expertise of best practice in all areas of education. We are very excited about this continued opportunity to raise standards and share our learning experiences. We are delighted that you would like to be part of this and welcome you to join us as we embark on this journey.

This pack has been put together to help you with the application process. If you would like to visit the school for a tour to learn more, we are happy for you to contact us. If you have any questions that you would like to ask please do contact **Ms Alia Choudhry, Federation School Business Manager on 020 7254 1415.**

The role requires someone who is passionate about children's learning and who has a rich knowledge and understanding of how learners learn. Previous experience of successful leadership is essential. The right person will be someone who is up to date with 21st century education, who can use new technologies and who is creative and resourceful. Our parents and carers want the very best education for their children and so do we.

The successful applicant will work in close collaboration with the Executive Headteacher who oversees the leadership of all the schools. The successful candidate will also work closely with the Senior Leadership Team from our federated schools, so will be able to draw on the experience and skills that exist in the federation. This offers a unique professional opportunity to develop wide ranging leadership skills and team work.

Our school is vibrant, diverse and inclusive. There are challenges but also great rewards in the work here. If you are an effective communicator, have vision, energy and believe that every child can and will succeed, we would like to meet you.

Kind regards,



Mrs Nicole Reid
Executive Headteacher

About our Schools



Grazebrook Primary School – OFSTED 2012

Grazebrook Primary is a larger than average-sized school. The proportions of pupils from minority ethnic backgrounds and those for whom English is an additional language are well above average. The proportion of disabled pupils and those who have special educational needs is smaller than average. Most of this group have moderate learning difficulties. The proportion of pupils known to be eligible for free school meals is above average.

The school has gained many accreditations, including Primary Science Silver Quality Mark, Sing Up Silver, and the Rights Respecting School award. The school runs a daily breakfast club and after-school club. The New Wave Teaching Alliance is based at the school. The school meets the government's current floor standards, which set the minimum expectations for pupils' attainment and progress.

At its most recent OFSTED inspection (February, 2012) it was reported that the school is an Outstanding school.

Shacklewell Primary School – OFSTED 2019

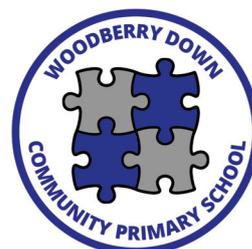
Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

At its most recent OFSTED inspection (March, 2019) it was reported that the school is an Outstanding school.

Woodberry Down Community Primary School – OFSTED 2012

Woodberry Down Community Primary School is a larger than average sized primary school where most of the pupils are from ethnic minority backgrounds. The majority of pupils are learning English as an additional language. A significant minority of these are at the early stages of language acquisition. The proportion of pupils supported by school action plus or with a statement of special educational needs is above average. Many more pupils than in most schools join or leave partway through their primary education. The proportion of pupils known to be eligible for free school meals is well above average. A large minority of pupils are refugees. The school meets the current government floor standard, which sets the minimum expectations for pupils' attainment and progress. This is an outstanding school where the life chances of all pupils are maximized. Pupils' achievement is outstanding. The Apple Regional Teaching Alliance is now based at this school which was awarded to the New Wave Teaching Alliance.

At its most recent OFSTED inspection (June, 2012) it was reported that the school is an Outstanding school.



Job Description

Post Title:	Headteacher
Responsible to:	Executive Headteacher
Accountable to:	New Wave Federation Governing Board
Based:	Shacklewell Primary School
Salary:	Leadership Scale (18 - 23)
Responsibilities:	Day-to-day management and administration, core curriculum, teaching and learning, community links, parent/carer involvement, and ethos/behaviour/SMSC
Direct Reports:	Teaching and ancillary staff
Contacts:	Executive Headteacher, Assistant Headteachers, Senior Managers, Business Manager, other school staff, pupils, Federation Governing Board, the Local Authority, parents and care givers, and other outside bodies

Job Summary

The Headteacher:

- Is responsible for the operational day to day management of the school and supports the Executive Headteacher in providing vision and strategic direction.
- Holds responsibility for performance management of selected staff.
- Ensures compliance with standards set at National, Local Authority and school level.

Main Duties

This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Headteacher and Federation Governing Board by the postholder. The duties set out below are in addition to any teaching requirement.

- Manages all aspects of the day-to-day operations of the school, maintaining effective communication with staff of all designations and provide the Executive Headteacher with regular updates of this.
- Implements curriculum frameworks as agreed with the Executive Headteacher, and in consultation with staff, develops detailed programmes to maximize the available staff resources and skills.
- Oversees the formation of Action Plans, ensuring appropriate links with the School Development Plan.
- Manages staff, providing support and guidance.
- Supports the Executive Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Undertakes performance management and monitors the quality and performance standards of staff.
- Attends and contributes to a range of internal meetings including Federation Governing Board meetings.
- Represents the school on behalf of the Executive Headteacher in the wider community and liaises with external agencies and key stakeholders.
- Contributes to school fundraising events to secure additional finance for the school participating in the management and administration of these events.
- Monitors the performance standards and collates performance information and provides this to the Executive Headteacher for analysis.
- Ensures that internal and external targets are met and strives to raise 'levels of attainment'.
- Provides on-going support and guidance to pupils and has responsibility for child protection issues within the school.
- Has responsibility for behaviour management and discipline within the school.
- Promotes the school open door policy, encouraging parental involvement and developing an environment in which children and adults are motivated to learn.
- Prepares materials for, and delivers, specific courses according to the individual requirements of pupils.
- Builds links with partner school, liaising with teachers, exchanging information about children as well as sharing expertise and knowledge.

- The current School Teachers' Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that their professional duties are discharged effectively.
- This is not an exhaustive list of duties and responsibilities, and the postholder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.
- The postholder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- The postholder may be required to work outside normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their appointment form and are expected to disclose such information at the appointment interview.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.



Person Specification

Selection Criteria		Essential (E) Desirable (D)	Shortlisting	interview	Task	Presentation
Qualifications	Qualified teacher status.	E	✓			
	NPQH or further professional qualification.	D	✓			
Experience	Successful experience as a assistant head, deputy head or headteacher.	E	✓	✓		
	Successful teaching experience of the age range served by the school.	E	✓			
	Experience of working in a multi-cultural setting.	D	✓	✓		
Strategic Direction and Development of the School	Ability to provide clear educational vision and direction and lead by example.	E	✓	✓		✓
	Ability to formulate aims, policies and plans and monitor, evaluate and review the impact of these.	E				
	Ability to work in partnership with the governing body.	E		✓		
	Evidence of introducing effective strategies for improvement.	E	✓	✓		
	Knowledge of current educational developments.	E	✓	✓		
	Knowledge of statutory requirements.	D		✓		
Leading and Managing Staff	Ability to lead, manage and motivate the whole school community.	E	✓	✓		
	Ability to plan, allocate, delegate, support and evaluate work undertaken by groups, teams and individuals.	E	✓	✓		
	Successful experience of leading in service training for staff.	E	✓			
	Ability to consult and negotiate effectively with different stakeholders involved with the school, including pupils.	E	✓	✓		
Standards	Experience of raising standards.	E	✓	✓		
	Ability to collect, analyse and use data on pupils' progress and performance to raise standards, using appropriate systems including ICT.	E	✓		✓	
	Ability to set and achieve challenging targets for the school, faculties, teachers and pupils.	E	✓	✓	✓	✓

Selection Criteria		Essential (E) Desirable (D)	Shortlisting	interview	Task	Presentation
Teaching and Learning	Understanding of the principles of effective teaching and learning and the ability to promote a culture of learning throughout the school	E	✓	✓	✓	
	Understanding of the principles of how to engage children through an exciting child centred curriculum	E	✓	✓		
	Successful experience of reviewing and developing the curriculum	E	✓	✓		
	Understanding of the role and impact of assessment in children's' learning	E	✓	✓		
	Successful experience of monitoring, evaluating and improving the quality of teaching and learning	E	✓	✓	✓	
	Successful experience of promoting the personal, social, moral, cultural and spiritual development of pupils	E	✓	✓		
Ethos and Inclusion	Ability to create and maintain an environment which promotes good behaviour, discipline and celebrates success	E	✓	✓		
	Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion	E	✓	✓	✓	
Relationship with Parents and the Wider Community	Successful experience of creating and maintaining effective partnerships with parents and the community, to enhance pupils learning	E	✓	✓		
Deployment of Staff and Resources	Ability to set, interpret, monitor and manage a budget	E	✓		✓	
	Ability to manage, monitor and review the use of all available resources, ensuring best value	E	✓			
	Experience of recruiting, selecting and deploying staff	D	✓			
Suitability to work with children	Ability to form and maintain appropriate professional relationships with children and young people	E	✓	✓		
	Experience of working with challenging behaviour	E	✓	✓		
	Appropriate use of authority and ability to maintain discipline	E	✓	✓		
Other Skills and Abilities	Ability to manage time well and work under pressure to deadlines	E	✓	✓	✓	✓
	Effective ICT skills	E	✓	✓		
	Effective interpersonal, communication and presentation skills; both written and oral	E	✓	✓		✓

Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.
- Please explain any gaps in your employment/education history and reasons for these gaps, continuing onto an additional page if necessary.

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

Completed application forms must be received by **12pm Friday 18th October 2019** and interviews are week commencing **Monday 4th November 2019**. Please be advised that if you do not hear from us within two weeks of the closing date, you have not been short listed on this occasion.

If you have any queries or require any further information, please contact Ms Alia Choudhry, Federation Business Manager on 020 7254 1415 or achoudhry@newwavefederation.co.uk

If you would like to have an informal discussion about the post then please contact me via email at nreid@newwavefederation.co.uk

We look forward to receiving your application.



Grazebrook Primary School

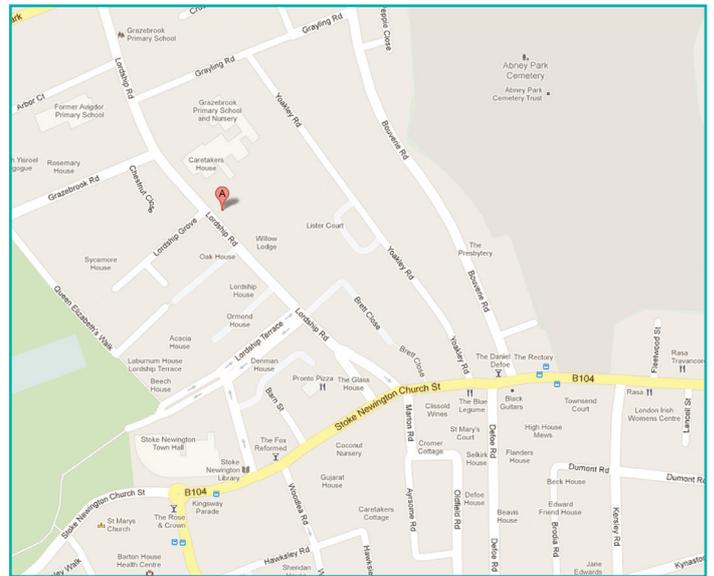
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Shacklewell Primary School

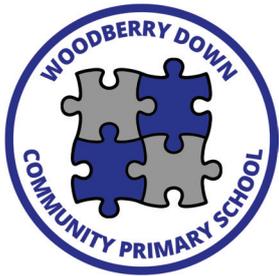
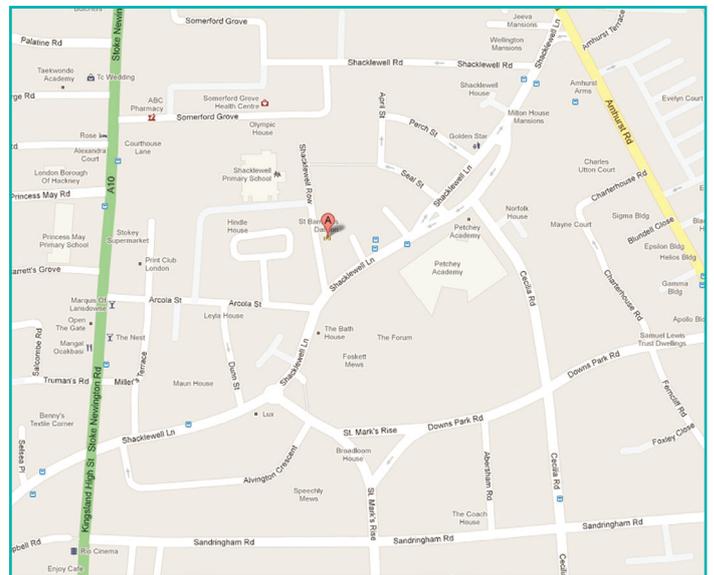
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