HEADTEACHER APPLICATION PACK

March 2020

Mr R Blackmore
Consultant Headteacher

Ms I Mumby
Interim Deputy Headteacher

Mrs P Porter-Mill
School Business Manager

Primary School
Belmont Road
London
SW4 0BZ

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Nursery
Belmont Close
London
SW4 6AT

Telephone
020 7627 9917

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Dear Applicant,

**APPOINTMENT OF HEADTEACHER**

Welcome to Clapham Manor Primary School - we are delighted you are interested in the position of Headteacher.

Clapham Manor Primary, situated in the heart of Clapham in the Borough of Lambeth, is a two form entry primary school and nursery with 502 pupils on roll, as well as a neighbourhood-based setting in a former One O’Clock Club on Clapham Common. All services are judged Outstanding by Ofsted.

When walking around Clapham Manor Primary School’s two distinct buildings – the Victorian and the award winning modern extension – you see the physical manifestation of the seamless conjoining of traditional and cutting edge. The school remains at the heart of the Clapham community because it preserves many traditions and plays infinite variations on them. We strive, through our moto of ‘Growing Brighter Futures’ to ensure the community and children experience a base of solid academic learning wrapped up in education of the whole person for a 21st Century life.

We currently have an interim leadership team being supported by Consultant Head, Richard Blackmore of Sudbourne Primary School; our long-term head left in December 2017 after 33 years of service while our most recent head resigned recently due to personal reasons.

Our staff team is made up of a wide range of experiences and disciplines and everyone is valued. We have high expectations of our pupils and each other and want to ensure that we provide the best possible environment and education so that our children can reach their potential in both their academic achievements and their knowledge and experience of life.

You will be expected to manage and protect the school’s future through the challenging financial and educational climate ahead; for the right candidate this will be a great opportunity to build on the existing strengths and reputation of the school and to grow a brighter future for our dynamic Clapham Manor community.

Ask Parents, Carers, and children why they chose Clapham Manor as their Primary School and you will hear about the old-fashioned virtues of outstanding teaching, our imaginative and enriching curriculum and about belonging to a friendly extended family - about being part of a story that they themselves are still writing.

In line with Government advice, our school is currently closed until further notice except to our most vulnerable pupils and the children of key workers. However, during this period it is our intention to continue with critical recruitment for key positions starting in September 2020. In place of interviews, alternative options will be offered so that no one is at a disadvantage. Shortlisted applicants should expect telephone or virtual interviews, with the possibility of onsite interviews only in special cases. We want to reassure applicants that effective measures have been implemented to ensure their health and wellbeing whilst on school premises. We must receive your application by 9am on Monday 20th April, shortlisted candidates will receive further information to help them prepare for the next stage in the recruitment process. Should social distancing protocols allow, visits to the school may be arranged by calling Penny Porter-Mill on 020 7622 3919, in the meantime please feel free to contact Richard Blackmore on 07921 665 055 if you would like an informal discussion.

We look forward to receiving your application.

Yours faithfully

John Knight
Chair of Governors
# Key facts about our school

<table>
<thead>
<tr>
<th><strong>Age Range</strong></th>
<th>2-11</th>
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</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>London Borough of Lambeth</td>
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<tr>
<td><strong>Type of School</strong></td>
<td>Community (Maintained)</td>
</tr>
<tr>
<td><strong>Senior Leadership Structure</strong></td>
<td>Headteacher, Deputy Headteacher, 2 Assistant Headteachers and a Business Manager</td>
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<tr>
<td><strong>No. of Children on roll</strong></td>
<td>502</td>
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<tr>
<td><strong>Staff</strong></td>
<td>Headteacher plus 19.8 FTE Teachers 48 x Support Staff</td>
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<tr>
<td><strong>Average Class Size</strong></td>
<td>29.6</td>
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<tr>
<td><strong>% of Pupil Premium</strong></td>
<td>25.5%</td>
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<tr>
<td><strong>% of SEN (EHCP &amp; School Supported)</strong></td>
<td>13.9%</td>
</tr>
<tr>
<td><strong>% of EAL (stages 1-3)</strong></td>
<td>53%</td>
</tr>
<tr>
<td><strong>Foundation Stage Profile (2019)</strong></td>
<td>Good Level of Development 65% Gaining All Learning Goals 63%</td>
</tr>
<tr>
<td><strong>Phonics Screening Check (2019)</strong></td>
<td>Working at Age Related 80%</td>
</tr>
<tr>
<td><strong>Key Stage 1 Results (2019) Working at Expected or Above</strong></td>
<td>Reading 80% Writing 82% Mathematics 87% RWM 77%</td>
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<tr>
<td><strong>Key Stage 1 Results (2019) Working at Greater Depth</strong></td>
<td>Reading 43% Writing 27% Mathematics 30%</td>
</tr>
<tr>
<td><strong>Key Stage 2 Results (2019) Working at Expected or Above</strong></td>
<td>Reading 70% Writing 68% Mathematics 78% Spelling, Punctuation, Grammar 85% RWM Combined 61%</td>
</tr>
<tr>
<td><strong>Key Stage 2 Results (2019) Working at Greater Depth</strong></td>
<td>Reading 22% Writing 20% Mathematics 34% Spelling, Punctuation, Grammar 49% RWM Combined 17%</td>
</tr>
<tr>
<td><strong>Key Stage 2 Tests Average Scaled Score</strong></td>
<td>Reading 104 Mathematics 106 Spelling, Punctuation, Grammar 108</td>
</tr>
<tr>
<td><strong>Key Stage 1 – Key Stage 2 Progress</strong></td>
<td>Reading 0.5 Writing -0.4 Mathematics 1.6</td>
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Head Teacher
Job Description
**Job Description**

The Job Description should be read alongside the range of duties and responsibilities of Headteacher as set out in the current Teachers’ Pay and Conditions Document part 6 and National Standards for Headteachers.

**Job Title:**   Headteacher  
**Salary Range:**  L18-24 £70,194 - £79,280 plus up to 25% (£87,742.50 - £99,100)  
**Start Date:**   1st September 2020

**Purpose of the post**

- To lead by example and model best practice regarding professional conduct, workload and personal development.
- To manage, and develop Clapham Manor Primary School and Nursery in order to promote the highest possible standards and to maximise the attainment and development of all pupils.

**Responsibilities**

**School aims**

- To build on the school’s strengths, formulate and communicate the overall aims and vision for the school.
- To develop policies to ensure that aims, objectives and practice fulfil the requirements of legislation and the school’s statutory duties.
- To develop the school as a learning community in which the highest possible expectations for learning and intellectual challenge are developed for pupils and staff.
- To ensure that the social, emotional and personal development needs of each pupil are met and that all pupils are treated equally to build them into confident educated adults.
- To create an outward facing school which works with other schools in a climate of mutual support and challenge – to champion best practice and secure excellent outcomes for pupils.
- To develop the school, its buildings and site, to meet the needs of the varied communities that the school serves.
- To maintain and develop a strong social, moral, spiritual and multicultural ethos in the school whilst raising standards of attainment.
- To demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.

**School leadership, management and resource planning**

- To lead, manage, communicate, coordinate, monitor, review and evaluate the school improvement planning process.
- To ensure school systems for tracking and raising attainment and achievement, and for curriculum planning and implementation, are in place.
• To advise governors on setting the budget in order to achieve the objectives in the school’s improvement plan.
• To allocate, control and account for those financial and material school resources which are under the control of the Headteacher.
• To treat people, fairly, equitably and with dignity and respect to create and maintain a positive school culture

Staff development
• To manage all staff to review, articulate and plan their own training and professional development needs, and ensure opportunities to put these plans into action.
• To lead, supervise and participate in arrangements for performance management.

Improving teaching
• To monitor and evaluate the quality of teaching with school staff and other professionals.
• To set and implement targets to raise attainment and improve standards for all groups.
• To plan and implement strategies to improve the quality of teaching and learning.
• To ensure the progress of the pupils and groups of pupils is monitored and recorded continuously and used to inform planning and accelerate progress.
• Initiate and support research and debate about effective teaching and learning and develop relevant strategies for performance improvement.
• Acknowledge and reward excellence and challenge any poor performance across the school.

Special educational needs
• To ensure that objective identification procedures are maintained so that all pupils are appropriately provided for and that special educational needs provision is made throughout the school.
• To ensure that the Code of Practice requirements are met, including identification of needs, individual education plans and records, review and full assessment as necessary.
• To implement the school’s SEN plans to ensure that pupils’ needs are fully met and that resources are targeted, monitored and evaluated for best value.

Health, safety and equal opportunities
• To ensure the safety and security of pupils, staff and visitors, and the school site.
• To be responsible for promoting and safeguarding the welfare of children and young persons, and implementing robust child protection systems.
• To create a school environment which promotes the values of a diverse community and challenges discrimination in whatever form.
• To ensure all statutory requirements are met for Health and Safety, Child Protection and for “Looked After” children and that the school works closely with LA support services allocated to the school.
Person Specification

Qualifications

- Qualified Teacher Status
- Recent and relevant professional development
- A leadership and management qualification (desirable)

Personal Attributes

An outstanding educationalist

- Proven experience of fostering outstanding teaching and learning
- A thorough knowledge of how to build a curriculum which inspires children, including activities and engagement to support learning and children’s wider development
- Experience of work across all primary ages
- The ability to deliver education which ensures that children thrive regardless of background or prior attainment
- Experience of accelerating progress for all children, from those with special educational needs to the most able
- A strong track record of raising standards

A leader of engagement with parents

- Acting as the lead ambassador for Clapham Manor Primary School and Nursery in attracting and inspiring parents
- Supporting the staff team to engage with parents to assist them in contributing to the school and their children’s success
- An interest in Clapham Manor Primary School and Nursery as a focus for our local community

An inspiring school leader

- Previous successful experience of Headship (desirable) or Deputy Headship
- Demonstrable success at delegating, motivating, empowering and building the capacity of a strong senior team and staff group
- Able to respond quickly to issues as they arise, use judgement and be available to support staff directly when necessary
- Experience of distributing leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account
- Able to embed and maintain good systems and structures to ensure the smooth operational running of the school
- The skills to create and nurture partnerships with other schools for the benefit of Clapham Manor Primary School, Lambeth and the wider school system
- Commitment to safeguarding and promoting the welfare of children and the ability to engage staff and volunteers in making it happen
A commitment to continuous improvement

- Demonstrable track record of analysing, interpreting and understanding relevant data to enhance the education that we provide including immediate academic development and children’s longer term learning
- Able to work with others to share practice and to sustain Clapham Manor Primary School as a centre of excellence
- The experience to spot, retain and develop talent for the benefit of the individual staff member and the school
- A demonstrable ability to oversee the processes of school management, supported by the senior team and office staff including:
  - the development and management of over 100 staff
  - experience of managing a diverse range of services – these include a Nursery, a neighbourhood based setting and a range of extended activities
  - management of a budget exceeding £3 million per annum
  - oversight of systems of child protection and safety
  - the skills to lead and deliver new projects