



Application Pack

Interim Headteacher

Wanstead Church School





Job Description

Interim headteacher Wanstead Church School

Job title	Interim Headteacher		
School	Wanstead Church School Church Path Wanstead London E11 2SS	Salary range	L15 to L21
Start date	2 January 2019		
Contract type	Interim appointment for spring term 2019 and until a substantive headteacher is appointed		
Responsibilities	The Interim Headteacher of Wanstead Church of England Primary School has the overall responsibility for providing professional vision and leadership for the school which sustains its current high standards and ensures continued school improvement.		
Terms and conditions	The appointment is subject to the current conditions of employment of Headteachers, contained in the School Teachers' Pay and Conditions document, the School Standards Framework Act 1998 and all other current education, employment and health and safety legislation.		

Job purpose

The main purpose of the Headteacher is to:

- Ensure that there are effective policies, procedures and systems in place for safeguarding and child protection and that these are implemented consistently by all staff
- Provide overall strategic leadership
- Manage staff and resources
- Lead by example.

The National Standards of Excellence for Headteachers

The standards are set out in four domains:

- Qualities and Knowledge
- Pupils and Staff
- Systems and Processes
- The Self-Improving School System

Within each domain there are key characteristics expected of all Headteachers. We have tailored some of these to provide a description of the role and responsibilities for the Interim Headteacher at Wanstead Church School.

Qualities and Knowledge

1. Hold and articulate values in keeping with the Christian ethos of the school, focused on providing outstanding holistic education for the children who attend the school.
2. Demonstrate personal values which inspire others, leading with integrity, creativity, resilience and clarity, modelling a healthy work-life balance.
3. Create a collegiate and collaborative atmosphere, building positive relationships with pupils, staff, care-givers, governors, members of the local community and the Parish of Christ Church.

4. Sustain wide, current knowledge and understanding of education and school systems, nationally and globally, and pursue continuous professional development and reflective practice.
5. Communicate the school's vision and drive the strategic leadership of the school.
Pupils and Staff
6. To be responsible for the safety and welfare of pupils and staff and to undertake the role of Designated Safeguarding Lead.
7. Have high expectations for all pupils, seeking ways to overcome barriers to attainment. Instil in staff a strong sense of accountability, ensuring that they value and recognise the opportunities to make a positive impact on pupils' outcomes.
8. Evaluate the quality of teaching and learning and hold all staff to account for their professional conduct and practice
9. Use a range of tracking mechanisms, analyse data about pupil achievement.
10. Ensure that there is a strong, school-wide understanding of successful classroom practice, underpinned by evidence, which is shared effectively across the whole school.
11. Oversee curriculum design and ensure that it is reviewed regularly to ensure that it leads to rich learning opportunities.
12. Oversee the development of all staff and ensure there are regular opportunities for staff to engage with a range of professional development.
13. Identify emerging talents, coaching current and aspiring leaders.
Systems and Processes
14. Ensure that the school's operational systems, organization, policies and processes are well considered, make best use of resources and are fit for purpose so that the day-to-day running of the school is smooth and effective.
15. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
16. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
17. Engage with the governing body, providing reports, attending meetings and welcoming visits so that it can deliver its functions effectively.
18. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources (financial, human and physical), in the best interests of pupils' achievements and the school's sustainability.
The Self-Improving School System
19. Work alongside other relevant bodies (such as REP, the LA, the Diocese of Chelmsford, other local schools) to help secure excellent opportunities for all pupils, as well as to improve academic and social outcomes for all pupils.
20. To undertake any other duties consistent with the responsibilities of the Headteacher.



Person Specification

Qualifications	Essential	Desirable
1. Degree and QTS (or equivalent)	x	
Experience	Essential	Desirable
2. Demonstrable leadership and management expertise and effectiveness. Minimum previous leadership experience: Deputy headteacher	x	
3. Detailed knowledge of statutory duties and procedures with regard to safeguarding and evidence of leading a vigilant safeguarding culture	x	
4. Proven track record of improving outcomes for children, including EAL and SEND children	x	
5. A proven track record as an excellent classroom teacher	x	
6. Teaching experience across the primary age range		x
7. Experience in the use and development of all forms of pupil assessment to set effective targets, monitor pupil progress and raise standards	x	
8. Developing, implementing and monitoring a school improvement / development plan [or in area overseen in capacity of middle leader]	x	
9. A proven track record in working collaboratively and building, leading, empowering and developing effective teams	x	
10. Use of performance management to secure accountability and improve performance. Use of ancillary HR processes (including disciplinary and capability processes.)		x
11. Experience of developing positive relationships and working collaboratively with all stakeholders (including parents, the wider community and governors)	x	
12. A sound knowledge of school finances and effective management of school budgets for the benefit of the children		x
13. Excellent written and oral communication skills and the ability to produce and present information in a manner which inspires confidence and trust	x	
Knowledge and Skills	Essential	Desirable
14. A thorough knowledge of the national curriculum, the latest statutory assessment frameworks and the latest Ofsted and SIAMs frameworks and the ability to apply these in the school context		x

15. The ability to promote positive behaviour for learning and ensure that effective programmes for pupil behaviour, guidance, support and welfare are in place.	x	
16. The ability to inspire, challenge, motivate and empower others to carry the school vision forward	x	
17. A belief in the importance of professional collaboration, within and beyond the school	x	
18. The ability to initiate and support research and debate on effective practice		x
Personal qualities and values	Essential	Desirable
19. High level of self-awareness	x	
20. Know when to ask for professional support and development	x	
21. A passion for education and the academic, social and spiritual development of primary-aged children	x	
22. Self-motivated with good organisational skills, able to prioritise and delegate where appropriate	x	
23. Sympathetic to the school's Christian ethos. Comfortable leading collective worship within a Christian tradition.	x	
24. A communicant member of a Christian Church who can support the liberal Anglican tradition of the Parish of Wanstead		x
25. A commitment to modelling a work life balance and well-being	x	
26. Ability to create a collegiate atmosphere where all members of the school community feel valued.	x	
27. Commitment to equal opportunities, cultural diversity and inclusion	x	

Recruitment timeline	
Deadline for applications	<p>Wednesday 14 November 2018 at Midday</p> <p>Completed applications should be emailed to Neetha Atukorale on:</p> <p>Governors.Support@redbridge.gov.uk</p>
Shortlisting	Friday 16 November 2018
Interview date	Monday 19 November 2018