

Harold Court Primary School



“Moving forward together; striving for excellence!”

Interim Head Teacher - Kirsten Cooper
Chair of Governors - Mrs Lee Clegg

L18 (£62,985) – L24 (£72,454)

Start date: January 2019 Permanent full time post

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Advert Details

Advert opens: 3 September 2018

Advert closes: 17 September 2018

Shortlisting: 17 September 2018

Interviews: 24 September 2018

Harold Court Primary School

Church Road

Harold Wood

Romford

RM3 0SH

Tel: 01708 342275

Fax: 01708 374698

E-mail: Office@haroldcourt.org.uk

London Borough of Havering

Welcome Letter from the Chair of Governors

Dear Applicant

Thank you for expressing an interest in the position of Head Teacher at Harold Court Primary School. We hope this application pack will give you a good understanding of our school.

Harold Court Primary School is a popular 2 form entry community school situated in the London Borough of Havering. It has 420 children and 80 members of staff. The school serves a socially and culturally diverse community.

The Governing Body and school staff have high expectations of our pupils and want to ensure that we provide the best possible environment and education to assist our children in reaching their fullest potential in life.

As Governors we are focused on outstanding levels of progress and achievement and our plan to achieving this is by remaining, nurturing, holistic and supportive in our approach.

The successful candidate will need to be committed and able to realise our vision for moving the school to an Outstanding Ofsted rating and they will need to be a motivating and inspirational leader.

We seek a candidate who has the willingness and energy to maintain Harold Courts current Ofsted rating of 'Good' and continue the excellent work of its previous Head Teacher to reach the position of 'outstanding', which our children truly deserve.

If you would like more information about the position or you would like to visit please contact me at on 0797 353 4224 or email me at lee.clegg@haverling.gov.uk.

On behalf of the Governing Body, we look forward to receiving your completed application and wish you every success in the recruitment process

Yours faithfully



Lee Clegg
Chair of Governors



Harold Court Primary School

Job Advert - Head Teacher

Required for January 2019

Salary Range: L 18-L24

Closing date: 17 September 2018

Short listing: 17 September 2018

Interviews: 24 September 2018

This is a unique and exciting opportunity for an ambitious leader to have a real impact on the education of the children at Harold Court Primary School. The Governors are looking for an enthusiastic, committed, experienced and confident leader with the drive and enthusiasm to lead the school from good to outstanding.

We can offer a:

- happy and motivated children who are eager to learn
- friendly and inclusive working environment
- strong and supportive governing body
- highly skills and dedicated team of staff who are caring and want the best for our children
- well organised and vibrant environment in which to work
- community of parents and children who deserve the best

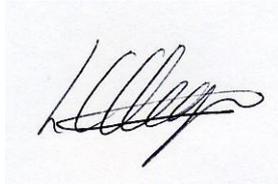
We are looking for someone who has a commitment to putting children first and who:

- is passionate about children's learning and determined that outstanding progress is made
- enables children to achieve their full potential
- has a calm, resilient, empathetic and 'hands on' approach
- understands the strategies necessary to deliver high quality education to all
- is an outstanding teacher with significant leadership experience and who can model good practice, motivate and inspire others
- brings new qualities and strengths to move it to the next stage in its development
- can build on existing strengths to move the school to an 'Outstanding' Ofsted rating
- has a commitment to professional development
- has the vision to promote the highest standards of pupil achievement and behaviour

We would advise a visit to our school to be able to appreciate the friendly and caring ethos and commitment to our pupils'. Please contact the school office to make arrangements on 1708 342275.

For further details and to apply, please visit www.haveringschools.jobs if you experience technical difficulty, please contact Education HR on 01708 434255.

Yours faithfully



Chair of Governors Mrs Lee Clegg BA (HONS), PGCE, Dip (C)

“Moving forward together; striving for excellence!”

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out. The post is subject to an enhanced DBS disclosure.



Harold Court Primary School Head Teacher - Job Description

London Borough of Havering

Job Profile

Job Title:	Head Teacher
Grade:	Leadership Spine points L18-L24
School:	Harold Court Primary School
Reports To:	Governing Body
Staff Managed:	All School Staff

Job Purpose and Content

The Head Teacher is the leader and manager of a school staff that together are responsible for the education and welfare of the pupils in the school. The Head Teacher is at all times responsible for the leadership, internal organisation, management and control of the school and is expected to make sure that there is in place an agreed and understood system of management and supervision within which all staff work.

Principal Duties and Responsibilities

The professional responsibilities and duties of a Head Teacher are set out in detail in the Schoolteachers' Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the post holder.

Subject to the direction of the governing body of the school:

1. Act as the governing body's primary adviser, developing and deploying relevant knowledge, skills and expertise to support governors in decision making, strategic planning and monitoring performance.
2. Take a leading role in developing and communicating the aims, objectives and long term vision of the school
3. Make sure that the vision of the school is reflected in strategic and development planning, and in a performance management structure, which is supported by coherent and consistent procedures and protocols
4. Take the lead role in school improvement, developing and agreeing priorities for improvement and monitoring, evaluating and reporting progress
5. Develop, maintain and extend professional relationships with a range of stakeholders and external bodies to support the work and vision of the school and outcomes for children
6. Act as the leader and manager of the school community, responsible for leadership culture, management of resources, and the system of delegation of powers and responsibility

7. Responsible for ensuring compliance in relation to the statutory obligations, duties and responsibilities of the school
8. Responsible for developing and maintaining an efficient and effective system of management and organisation for all school resources, which includes finance, personnel, information, buildings and premises and plant and equipment
9. Leadership of a school senior management team responsible within a system of delegated authority for the operational management and supervision of the school
10. Responsible for developing and maintaining a curriculum that meets statutory obligations and expresses the agreed vision and objectives of the governors
11. Lead responsibility for developing, maintaining and monitoring the quality of provision and teaching and learning in the school
12. Direct line management responsibility for staff, within an agreed line management system and structure, including their performance management and continuing professional development
13. Lead responsibility for health and safety, staff and pupil well-being and safeguarding and for contingency and emergency planning
14. Take appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities
15. Responsible for ensuring an effective and efficient system of quality assurance is maintained and developed that covers all aspects of the school's functioning
16. Where the Head Teacher has teaching responsibility: teaching pupils and class(es) that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work, including homework
17. Covering classes, within the framework of the school's cover arrangements, where a teacher is absent and, where relevant, providing cover information for other teachers in the event of known and foreseen absence(s)
18. Take part in relevant training and development, assessment of performance and an agreed programme of personal professional development
19. Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours

London Borough of Havering Children's Services Directorate
Person Specification
Head Teacher

Skills and Abilities	Essential	Desirable	Assessed by
The ability to lead and manage the school effectively and efficiently and work with other professionals and agencies	✓		Interview
Demonstrable communication skills, oral, written and presentational	✓		Application & interview
The interpersonal skills to manage and maintain complex relationships with many stakeholders	✓		Interview
The ability to manage financial resources		✓	Application
The ability to lead and manage staff	✓		Application & interview
The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school	✓		Application and interview
The ability to maintain and develop the quality of teaching and learning	✓		Application and interview
Knowledge			
How to motivate school staff	✓		Application
How to lead curriculum development and manage innovation and change	✓		Application and interview
Know how to use information and data to set targets, raise attainment and achievement	✓		Interview
How children and young people learn, develop and progress through life stages and events	✓		Application and interview
How ICT can be used effectively to administer the school and motivate children to learn	✓		Interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application and interview
How to manage health and safety and promote and safeguard pupil welfare and well being	✓		Application and interview
How to manage equalities and inclusion policies and implement them in the school	✓		Application and interview
Qualifications and Experience			
Qualified Teacher Status		✓	Evidence of qualification
Successful teaching experience, including in a previous senior management post		✓	Application
NPQH or equivalent		✓	Application
Evidence of continuing professional development	✓		Application

How to Apply

To apply, please complete the online application form found at:
www.haveringschools.jobs

If you would like to discuss the role, please contact Lee Clegg via the school office on 01708 342275 or email office@haroldcourt.org.uk where we would be delighted to make an appointment to show you around our school.

If you have any technical issues with the application form, please contact Havering Education HR on 01708 434255 or email educationhr@havering.gov.uk

For further information please visit www.haroldcourtprimary.org.uk