



Kenmont Primary School



Head of School Candidate Information Pack

Kenmont Primary School, Valliere Road, London NW10 6AL

www.kenmont-primary.org/

The School

Kenmont is a one-form entry nursery and primary school located in the College Park area within the London Borough of Hammersmith and Fulham. It is very popular with local families, who value the benefits that a small school offers including a close community, committed staff and an ethos that values each child. We are dedicated to providing an inspiring and engaging curriculum.

Our school is a community school maintained by Hammersmith and Fulham Local Authority. The school is situated in the North West of the Borough and many of our pupils come from the neighbouring Borough of Brent.

The Partnership - Brackenbury, Kenmont and Wendell Park Primary School Partnership

Since September 2014, Kenmont and Wendell Park Primary schools have operated with an Executive Head teacher. In September 2021, the partnership expanded with Brackenbury Primary School joining. The partnership is led by Executive Head teacher, Dave Collins.

We aspire for our schools to be the number one choice for their local community, because they provide a broad, engaging and fun education.

The shared aims of our partnership are: to support the wellbeing of pupils and families, to ensure pupils achieve the very highest outcomes, to assist all organisations to perform more effectively, to strengthen accountability within both schools, and to empower the leaders of both schools.

Working closely together with the Executive Head teacher over the last seven years, the schools have benefitted from: a distributed leadership model, strong subject leadership, a rigorous cycle of innovation and staff development, and a community committed to our shared values.

The Role

Following the promotion of the exiting post holder to a headship role within another borough. The Governors of Kenmont Primary School are looking for a new Head of School to work alongside the Executive Head teacher in leading the school.

This excellent opportunity will allow an experienced and inspirational leader to drive and take forward the continuing developments of Kenmont Primary School, and improve the life chances of children across the school.

If you are looking to work at the heart a culturally diverse communities, strengthening teaching and learning and further inspiring our staff team as they seek to provide the best for our children, then we would encourage you to apply.

The successful candidate will need to be:

- An exceptional leader who has successfully held a leadership position within a diverse school.
- An experienced and collaborative team player, eager to continue to grow.
- An outward-looking and open-minded person who embraces new opportunities.
- Committed to accelerating the learning of all children.
- Able to build upon the high quality of teaching and learning across the school.
- An excellent communicator with strong interpersonal skills.
- Committed to an ethos of respect and inclusion.

- Able to ensure the success of our partnership by helping us to achieve more together than each school could individually.

What you will get in return:

- The opportunity to develop your career with opportunities for further training and support for your wellbeing.
- The chance to lead the school as we continue to develop and grow our partnership.
- Motivated and happy children who are proud of their school.
- A supportive network of senior leaders across our two other partnership schools.
- Experienced and hard-working governors.
- Strong links with our local communities.

Benefits:

- Leadership Salary range L12-16 (Inner London weighting)
- Good transport links: Kenmont is six minutes walk from Willesden Junction Station and ten minutes walk from Kensal Green station.
- Location: the London Borough of Hammersmith and Fulham is a fabulously diverse and engaging location with a rich cultural offer.

Key dates

Start date: 1 January 2022

Closing date: Monday 27th September 2021 (noon)

Interview date: W/C 4 October 2021

How to apply

The SLT is running tours of the school for interested candidates. Please email EHT@kenmont.lbhf.sch.uk with preferred visit times. You will need to confirm that you have had a negative lateral flow test that day and have not been in contact with anyone who has tested positive for Covid 19 in the last ten days.

For a pre-application chat with the Executive Head teacher (Dave Collins), please email EHT@kenmont.lbhf.sch.uk

Please complete the LBHF application to apply which is available from the school by email EHT@kenmont.lbhf.sch.uk Returned forms should be sent to EHT@kenmont.lbhf.sch.uk by the closing date.





Head of School

Job Description and Personal Specification

Job Description

Job Purpose:

In partnership with the Executive Head teacher provide professional leadership and management for the school, promoting high standards in all areas by effectively managing teaching and learning leading to high academic standards for all pupils, within and beyond the school. Support the Executive Head teacher to define a culture that promotes excellence and high expectations. The Head of School is the leading professional within the school who leads by example, modelling excellent practice, exhibiting high standards of professional conduct and encourages the professional development of others.

Curriculum, Teaching and Learning

- Work with the staff to develop, organise and implement the school curriculum, taking into account the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the school.
- Monitor and evaluate the standards of teaching and learning in the school and ensure that proper standards of professional performance are established and maintained.
- Develop a culture of coaching and peer support to enable teachers and staff to develop professionally and enable the children and community to succeed.
- Ensure that the progress of the pupils at the school is monitored, evaluated and effectively recorded. Analyse and use available school based and comparative data to assist in raising standards.

Pupils

- Develop and maintain outstanding practice for the pastoral care of pupils where safeguarding is fundamental to all procedures and practices.
- Maintain, review and develop policies and procedures for promoting pupil's self-discipline and good behaviour in the context of a proper regard for authority.
- Ensure the maintenance of good order and discipline during the school day, when pupils are present on the school premises, or when they are engaged in authorised school activities on and off school premises.

Staff

- Participate in the selection and appointment of the teaching and non-teaching staff of the school.
- Deploy and manage all the teaching and non-teaching staff of the school and allocate particular duties to them in a manner consistent with their conditions of service and the need to ensure a proper work/life balance.

- Delegate, as appropriate and agreed with the Executive Head teacher, specified duties of the Head of School to the senior leaders or other members of staff.
- Ensure that cover is provided for long term absent teachers, taking account of conditions of service and the availability of supply teachers.
- Ensure that the teachers at the school receive the information they need to carry out their professional duties effectively.
- Supervise and participate in arrangements for the appraisal of the performance of teachers.
- Ensure that newly qualified teachers and those returning to work after a break in service have access to adequate support and training in their first year of service or resumed service.
- Exercise responsibility for the supervision and training of teachers during their induction periods.
- Manage the threshold assessment process fairly and undertake the assessment of any eligible teacher who requests it, in consultation with the Executive Head teacher when appropriate.
- Work to identify opportunities for continuing professional development including in-house courses, external courses, job related training and use of external high-quality consultants.
- Provide regular updates to the governing board on staffing and management matters.
- Provide information about the work and performance of the staff employed at the school where this is relevant to their prospective employers.
- Maintain a professional working relationship with organisations representing the teachers and other persons on the staff of the school.

Resources

- Work with the Executive Head teacher to allocate, control and account for the financial and material resources of the school, which are under the control of the Head of School and be accountable to the Governing Board for their proper use.
- Be responsible for the organisation and management of staff within the school in accordance with statutory guidance on teachers' pay and conditions.
- Work with the Executive Head teacher to ensure the effective security, supervision and maintenance of school buildings, their contents and the school grounds.

Relationships

- Make and maintain arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, so as to promote common understanding of its aims.
- Work with children, parents, Governors, the local community and other stakeholders to ensure that they contribute to the evaluation of the school.
- Attend governing board meetings to provide information and work with the Governors of the school to ensure that they carry out their role effectively.
- Provide for liaison and co-operation with Officers of the local authority and report to the Local Authority on the discharge of the Head of School's functions as required.
- Maintain liaison with other schools and agencies with which the school has a relationship.
- Recognise and support the work of the parents' and carers' group (PSA) in supporting school initiatives.
- Identify and offer opportunities for approved volunteers to support the work of the school in terms of curriculum and extra-curricular activities.

Additional Responsibilities

- To act as Designated Safeguarding Lead as set out in 'Keeping Children Safe in Education. To promote and safeguard the welfare of all children in school, by ensuring that the School's policies and procedures relating to safeguarding and child protection are fully implemented and followed by all staff; that resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- Arrange for a senior leader to assume responsibility for the discharge of Head of School responsibilities at any time when they are unavailable.
- Participate, as appropriate and where necessary, in the teaching of pupils at the school.
- Have due regard for school policies on equal opportunities, health and safety and any other relevant areas.
- Have regard for the work-life balance of all school staff.

Reporting

The Head of School reports to the Executive Head teacher, the Governing Board, and its Chair in particular. The Chair of Governors will work closely with the Head of School in relation to their responsibilities to act as a 'critical friend' to the School. The relationship with the Chair and Governing Board will be key to driving the school forward and further developing local partnerships. The Head of School will keep the Executive Head teacher fully informed on the progress of the School and will submit reports for consideration as appropriate.

Note: The post-holder will be expected to comply with any reasonable request from the Executive Head teacher to undertake work that is not specified in this job description.

Personal Specification

Expertise	Essential and (Desirable) Skills
1. Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Evidence of continual professional development or further professional study• NPQH
2. Experience	<ul style="list-style-type: none">• Recent and successful experience as a Senior Leader (Deputy or Assistant Head) within a Primary school setting• Successful teaching experience of the age range served by the school• Experience of working in an ethnically diverse school• Experience of working with advisors on school improvement and curriculum development work in line with Ofsted framework.
3. Strategic Direction and Development of the School	<ul style="list-style-type: none">• Ability to provide clear educational vision and direction and lead by example• Ability to formulate aims, policies and plans which support the realisation of the vision• Experience of monitoring, evaluation and reviewing the impact of plans and policies• Commitment to continuous improvement• Ability to prioritise and delegate appropriately

	<ul style="list-style-type: none"> • Ability to collect, analyse and use information to identify problems and their solutions • Ability to work in partnership with the governing body
4. Leading and Managing Staff	<ul style="list-style-type: none"> • Understanding of the principles of effective leadership of staff • Ability to work as part of a team • Ability to set clear expectations of all staff, and command credibility and respect as the leading professional • Ability to motivate all staff • Ability to plan, allocate, support and evaluate work undertaken by groups, teams and individuals • Experience of implementing effective systems for managing the performance of all staff • Commitment to the continuous professional development of all staff, based on analysis of need • Experience of leading in-service training for staff • Experience of recruiting staff • Willingness to consult and negotiate
5. Standards	<ul style="list-style-type: none"> • Commitment to raising standards • Ability to collect, analyse and use data on pupils' progress and performance to raise standards • Ability to set challenging but achievable targets for the school, teachers and pupils
6. Teaching and Learning	<ul style="list-style-type: none"> • Understanding of the principles of effective learning and the ability to promote a culture of learning throughout the school • Successful experience of organising and implementing an appropriate curriculum and its assessment • Experience of monitoring, evaluating and improving the quality of teaching and learning • Experience of providing a curriculum which promotes the personal, social, moral, cultural and spiritual development of pupils and which promotes educational inclusion
7. Ethos and Inclusion	<ul style="list-style-type: none"> • Ability to create and maintain an environment and a code of behaviour which promotes good behaviour and discipline • Understanding of the factors which create barriers to learning and a commitment to reducing the resulting inequalities • Experience of monitoring attainment, attendance and behaviour by specific groups and act on this information to reduce inequalities • Willingness to consult with pupils on relevant issues and act on their views
8. Relationship with Parents and the Wider Community	<ul style="list-style-type: none"> • Successful experience of creating and maintaining an effective partnership with parents, to support pupils' learning • Ability to develop effective links with the community, including business and industry, to extend the curriculum • Ability to market the school • Experience of creating effective links with other schools, and the LA, to promote good practice • Experience of working with and reporting to governors.
9. Deployment of Staff and Resources	<ul style="list-style-type: none"> • Ability to interpret and manage a budget • Ability to set appropriate priorities for expenditure, allocate funds and ensure effective administration and control

	<ul style="list-style-type: none">• Manage, monitor and review the provision and use of all available resources, ensuring Best Value• Experience of recruiting, selecting and deploying staff• Ability to manage and organise accommodation
10. Other Skills and Abilities	<ul style="list-style-type: none">• Ability to manage time well and work under pressure to deadlines• Good ICT skills• Excellent interpersonal, communication and presentation skills• Ability to write clearly and accurately and with an appropriate sense of audience• Resilience, flexibility and a sense of humour