

Greenleaf Primary School and Nursery



Aim High, Work Hard, Be Kind

HEADTEACHER RECRUITMENT PACK





LETTER FROM THE CHAIR OF GOVERNORS

On behalf of the governors, staff, pupils and local community we welcome your interest in becoming Headteacher of Greenleaf Primary School.

Our current Headteacher is due to retire at the end of the academic year after nine successful years of leading the school. It is our aspiration to appoint a Headteacher who will always put the pupils' needs and well-being at the heart of our school, taking time to get to know our staff and pupils and to understand our strengths and assets. Someone with a dynamic and forward thinking attitude who will work hard to ensure our school is always the best that it can be. Especially important to us is ensuring the school has a place at the heart of our local community, and that the school fully represents the multi-cultural, diverse area in which we reside.

Greenleaf school has a well-earned reputation for high academic achievement; however, our primary focus has always been on helping each child achieve their individual potential in all aspects of their development. We place a high value on the importance of the foundation subjects and extra-curricular opportunities available to our pupils, and are committed to maintaining and developing these further.

The school is rated as Outstanding by Ofsted and, although we have not had a formal inspection for a number of years, the school has striven to maintain the highest of standards and monitored this through regular, independent external reviews. We are proud of the very high standards within the school and want to maintain these.

If you have the aptitude, willingness and openness to lead an outward-looking, culturally and economically diverse school, engaging and working collaboratively within our existing partnerships, as well as forging new ones, we would encourage you to apply. As a first step, the Governing Body would encourage you to visit the school, so that you can see for yourself what a special place it is.

Please use the supporting statement in the application form to outline why you would like to be the next Headteacher at Greenleaf Primary, explaining how your existing skills, knowledge and experience meet the requirements as demonstrated in the person specification.

We look forward to working with and supporting the successful applicant.

Gerard Shaw
Chair of Governors



OUR SCHOOL AT A GLANCE

LOCATION	Walthamstow, London Borough of Waltham Forest (Zone 3 London Transport)
NUMBER ON ROLL	416 plus Nursery
NUMBER OF STAFF	76
ATTENDANCE	97.0%
EAL	67.2%
SEND	11.0%
PUPIL PREMIUM	11.6%
KS2 PROGRESS 2019	3.1 (Reading), 2.6 (Writing), 4.6 (Maths)
KS2 COMBINED ATTAINMENT 2019	76% (18% at greater depth)
PARENTS' EVENING ATTENDANCE	98%
AWARDS	International Schools Award, Platinum School Games Mark, Artsmark Gold, School Travel Plan Gold, Eco Schools Silver

Greenleaf Primary is a two form entry, multi-ethnic school, situated within a dynamic and aspirational, culturally and religiously diverse community. Our pupils, aged 3 to 11, speak over 50 languages between them and come from a range of socio-economic backgrounds. We believe that the diverse cultural inheritance of our children is an enormous asset and one of the things that makes Greenleaf so special. We embrace the opportunity to celebrate this diversity in as many ways as possible. The annual 'International Evening', where parents, pupils and staff are invited to perform and share a meal, is an example of this and is always a sell-out!

We are rated outstanding by OFSTED and our pupils achieve consistently good academic results but we are not complacent and are always looking for areas for further growth and improvement.

In addition to ensuring that our pupils progress academically, we are committed to equipping them to become responsible citizens of the future, helping to develop their self-respect and self-esteem, as well as their understanding, appreciation and tolerance of all those around them. Our motto, "Aim High, Work Hard, Be Kind", informs everything we do, and can be witnessed throughout the school, from the displays in classrooms and the approach of staff to the behaviour of pupils in the playground and lessons.



It is important to us that Greenleaf is a fun and exciting place to learn, we offer pupils regular opportunities to use and apply their learning in the wider world. We have a strong focus on the Arts - a three-year collaboration with the Barbican ended last year, to be replaced by a new relationship with Sadler's Wells. These links have given pupils many amazing opportunities such as Year Two students presenting poems they had written at The Barbican in front of Michael Rosen, and all classes creating 3D art at Barbican workshops. We also offer whole class music tuition and compete in local and national sporting tournaments.

External trips are offered to all pupils, with residential trips from years 3-6. These are an important part of helping foster independence and resilience and many of our students cite their experiences on these trips as the highlight of their school journey.

Greenleaf is truly a community-based school with parents who are fully engaged with their children's education and are committed to helping the school through PTA fundraising. We are also part of a soft federation with five other community primary schools within Walthamstow, which enables us to benefit from financial efficiencies, shared resources and development of teaching for pupils. It does not have a role in school governance.

None of what we achieve at Greenleaf could be done without our hugely dedicated staff team. This includes four Specialist Leaders in Education, as well as four year-group leaders trained as LA accredited moderators. All staff are thoroughly committed to the education and well-being of the students and are surveyed regularly to ensure issues such as workload are tackled.

In summary, Greenleaf is a thriving community school, committed to continual improvement, to ensure a first-class, fully rounded education for all of our pupils .

For more detailed information, please review our prospectus which can be found on the school website.



THE GREENLEAF COMMUNITY

The governing body appreciates the value and importance of hearing the views of the parents, pupils and staff and understands the huge impact this can have on the teaching, learning and working. We regularly seek feedback and have done so as part of this recruitment process. Below are some of the comments shared by our stakeholders.

WHAT PARENTS SAY:



WHAT STAFF SAY:





WHAT PUPILS SAY:

We love celebrating our successes with 'star of the week' and having special topic weeks such as art week, book week and black history week

The afterschool clubs, music lessons and sports tournaments are really important to us, we would like to have even more if we could

The end of term parties, shows, fetes and school trips are fantastic and we wouldn't want to lose any of those

The perfect headteacher would be strict but fair and approachable, kind and calm, a good listener, committed to sports, art, drama and singing and someone who believes that the pupils at Greenleaf are the best

THE GOVERNORS VISION FOR GREENLEAF:

- Consistent excellence in terms of progress and attainment across a rich curriculum
- A spirit of learning beyond boundaries
 - Fostering a growth mindset
 - Creating aspiration
 - Embedding the global dimension
- An environment which promotes a healthy lifestyle through emotional self-awareness and physical well-being



JOB DESCRIPTION

JOB TITLE	Head Teacher- Greenleaf Primary School
SALARY	£65,038 – £74,816
START DATE	September 2020
LOCATION	Walthamstow, E17
JOB PURPOSE	<p>Greenleaf Primary and nursery school is an Ofsted outstanding school. The Headteacher will be expected to provide professional leadership, promoting the highest possible standards in order to continue to maximise the levels of attainment for all pupils in an inclusive, caring and ambitious environment.</p> <p>To create, implement, maintain and evaluate the strategic development plan with the full involvement of staff and governors, underpinned by sound financial planning and management.</p> <p>Embrace and fulfil the shared vision and ethos and major objectives for the school with the Governing Body and ensure that this is clearly promoted, articulated, understood and acted upon by all members of the school community.</p> <p>Greenleaf is part of a soft federation – the Federation of Walthamstow Central Area Schools (FoWCAS). The Head Teacher will further develop the collaborative partnership with an emphasis on sharing good practice, developing teaching and learning; achieving financial efficiencies and utilising joint resources.</p>

PRINCIPLE ACCOUNTABILITIES

STRATEGIC DIRECTION AND DEVELOPMENT OF GREENLEAF

- Lead and manage an inclusive school, reflective of the rich diversity of its local communities; supporting pupils of all needs, abilities and backgrounds to thrive, succeed and have high expectations set for them
- Work with the Governing Body and Local Authority to develop a strategic vision and plan for the school to meet its future needs and successful development, ensuring that the vision and planning is informed by the school's ethos and values
- Implement robust cyclical planning, both medium term and long term, that embeds the principles of continuous improvement and supports the delivery of the strategic vision and plan
- Lead and build a shared commitment and responsibility for the school through collaborative teamwork, distributed leadership and professional reflection; that is collaborative in approach and positively embraces change and progression through staff empowerment



TEACHING, LEARNING AND ASSESSMENT

- Demonstrate and articulate high expectations and set stretching and challenging targets for the school, all staff and pupils
- Promote a culture of continuous improvement using comparative data and benchmarks to evaluate and improve performance based upon a sound process of effective planning, record keeping and assessment for pupils of all needs
- Lead, develop, monitor and evaluate the curriculum to ensure an inclusive, creative, flexible and balanced approach for every child that stimulates enjoyment and their commitment to learning
- Inspire and support all staff to ensure the delivery of 'quality-first teaching' in school for every pupil, through ongoing training and development of staff and facilitation of teamwork throughout the Greenleaf community.
- Implement quality strategies and interventions, driven by excellent teaching and assessment, to raise achievement, including strategies to support attendance and behaviour.
- Promote the important role of pastoral support in pupil success and ensure excellent pastoral care, which supports the wellbeing of children, staff and also offers compassionate social and practical support for families in need.
- Ensure that learning is linked to the wider community to prepare children to be active and engaged citizens of society





LEADERSHIP AND MANAGEMENT

- Model best practice regarding professional conduct, equalities and diversity, communication skills, workload and personal development
- Establish rigorous, fair and transparent systems and measures for performance management of all staff throughout the staff lifecycle, valuing excellent practice, addressing any under-performance and supporting staff to improve
- Ensure effective organisation and management of the school's resources and finances in line with the strategic plan, vision and ethos of the school, seeking ways to improve structures and functions based on rigorous self-evaluation and sound financial planning.
- Annually review the professional development of all staff at the school and report progress and actions to the Governing Body
- Allocate and ensure effective management of the school budget, in consultation with the Governing Body and LA.
- To be accountable for the efficiency and effectiveness of the school. To have responsibility for and be accountable to pupils, parents, staff, local employers, the LA, the local community and governors.
- Lead, consult on and monitor the development of all school policies and practices to define the work and organisation of the school
- Develop and maintain a broad range of extracurricular activities; both creative and sporting across the school, which provides a challenge to children and supports an understanding and appreciation of principles and practice of diversity and inclusion.
- Ensure that all statutory and good practice health and safety procedures are in place and are regularly monitored and reviewed, and action is taken to ensure full compliance and the development of best practice



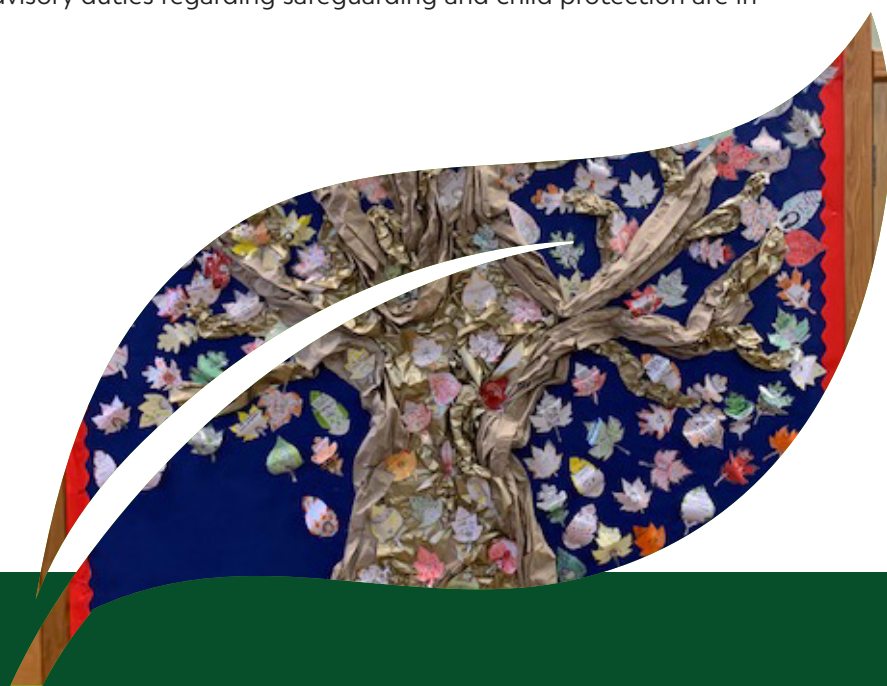
PARTNERSHIPS

- Promote the important role of pastoral support in pupil success and ensure excellent pastoral care, underpinned by positive multi-agency working, supports the wellbeing of children and supports compassionate social and practical support for families in need
- Work closely with the Governing Body and provide relevant, accurate advice and information to support it in the exercise of its strategic role
- Develop and promote effective relationships with the local community, appropriate organisations and agencies e.g voluntary and community
- Work closely with fellow stakeholders of the FoWCAS; ensuring that Greenleaf continues to benefit from the collaborative partnership

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

Greenleaf is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

- Provide a calm, safe and well-ordered learning environment, where all pupils can achieve well and feels safe where staff and pupils are focussed on safeguarding
- Ensure that all statutory and advisory duties regarding safeguarding and child protection are in place and robustly monitored



PERSON SPECIFICATION

E/D Essential/Desirable criteria

Assess Method of selection (I: Interview; S: Supporting statement and Application form)

	CRITERIA	E/D	ASSESS
QUALIFICATIONS	Degree and Qualified Teacher status	E	S
	Completed NPQH (although non-mandatory since 2012) or other relevant professional qualification	D	S
	Proven commitment to professional development in leadership and management	E	I,S
EXPERIENCE	Proven success in a senior leadership role at an outstanding or good school and experience teaching across the primary curriculum	E	S
	Experience of working in a socially, culturally, ethnically and linguistically diverse school covering both KS1 and KS2	E	I,S
	Experience of working closely and effectively with the school Governing Body, wider school community and external partners.	E	I,S
	Proven track record of leading school improvement and raising standards	E	I,S
LEADERSHIP/ SHAPING THE FUTURE	Proven track record of identifying excellent teaching practice and providing effective feedback to bring out the best in the staff	E	I,S
	Evidence and ability to promote a positive, sensitive and caring ethos and pride in the school and its physical environment together with high standards of achievement and behaviour	E	I,S
	Ability to lead rigorous, fair and transparent systems and measures for managing, and where appropriate, raising the performance of staff	E	I,S
	Ability to encourage both pupils and staff to think laterally in their approach to problem solving and opportunities that may exist rather than only following traditional patterns or approaches.	D	I,S
	Foster a culture of continuous professional development utilising training and development opportunities to support individual performance, school improvement and attainment and the delivery of best practices.	E	I,S

	CRITERIA	E/D	ASSESS
QUALITIES, SKILLS, KNOWLEDGE	Demonstrate a commitment to providing choice and flexibility in learning to meet the personalised learning needs of every child to ensure that every child achieves their best	E	I,S
	A proven commitment to delivering an inclusive education approach which addresses the needs of a diverse student body	E	I,S
	An excellent communicator, with demonstrable experience communicating effectively to different audiences across different channels.	E	I
	Ability to use, analyse and monitor pupil assessment data to identify needs and trends in order to promote an appropriate level of challenge to all pupils	E	I
	An ability to acknowledge excellence and challenge poor performance across the school	E	I,S
	A clear vision for consistent systems and procedures which bring about firm but fair behaviour management	E	I,S
MANAGING THE ORGANISATION	Knowledge of legal issues relating to managing a school including employment legislation, human rights and statutory duties under the Equality Act 2010	E	I,S
	Proven track record in working collaboratively and building, leading, empowering and developing effective teams	E	I,S
	Evidence of the ability to both delegate work and empower others to succeed	E	I,S
	The ability to prioritise tasks, make informed decisions and implement them in a flexible manner	E	I,S
	A vision for ICT that shows a clear understanding of its role within and beyond the classroom and across the wider school environment	E	I,S
	Experience and understanding of managing finance efficiently in accordance with benchmarking, financial management and best value principles, together with previous budgeting experience	E	I,S
	Can demonstrate highly effective management skills to ensure that resources- financial and otherwise, drive the continuous improvement of teaching and standards ensuring children reach their potential	E	I,S
	Experience of income generation and of securing additional funding for a school through a bidding process and/or income generation.	E	I,S
	Evidence of a commitment to developing and sustaining a safe, secure and healthy school environment, in accordance with Child Protection and Safeguarding legislation	E	I,S
STRENGTHENING THE COMMUNITY	Proven ability to negotiate and consult effectively with pupils, staff, parents, governors, the LA and the wider community.	E	I,S
	Be a driver for continued governor, parent and community involvement in the life of the school and a commitment to creating and expanding community and global links	E	I,S
	A willingness to engage the school community in the systematic and rigorous self and external evaluation of the work of the school, using a rich set of data to better understand the strengths and weaknesses of the school	E	I,S
	An unwavering commitment to acknowledge, celebrate and foster respect for the richness and diversity of the school's communities	E	I,S
	Prepared to make a direct contribution to the broader life of the school and "go the extra mile"	E	I,S







GREENLEAF PRIMARY SCHOOL

**80 Greenleaf Road
Walthamstow
London
E17 6QW**

Tel: 020 8520 7963

Fax: 020 8509 9687

Email: school@greenleaf.waltham.sch.uk