

Elmstead Wood Primary School

The Spring Partnership Trust

Headteacher Recruitment Pack

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Welcome letter from our Chair of Trustees and Co CEOs

Dear Applicant

Thank you for your interest in the role of Headteacher at Elmstead Wood Primary School, part of the Spring Partnership Trust.

Elmstead Wood Primary School is a small, two form entry primary school situated on an extensive site on the edge of Elmstead Wood in the London Borough of Bromley. The original school was opened in 1937 to provide schooling for all the children who originated from the East End of London. We are fortunate that the school has large recreational areas for the children including a field and large playground. We have developed the site so that we are promoting learning outside the classroom with our wild area and our allotment. The school recently was awarded the Outdoor Play and Learning platinum award. The children get the opportunity to develop and practise a wide range of skills.

We seek an inspirational and collaborative leader with a visionary outlook to propel the school towards achieving 'outstanding' at its next inspection, which is due next academic year. This individual will adeptly build upon the groundwork already laid, fostering a culture of continual growth and learning among staff. Our ideal candidate will champion outward perspectives, urging staff to explore new horizons as they enhance the school's standing and will willingly work with Trust colleagues, contributing to wider initiatives.

We aspire to find a leader who will elevate the standards of teaching, ensuring that every child develops confidence in their knowledge, skills and understanding. Embracing diversity they will cultivate an inclusive environment where pupils are exposed to various perspectives. Ultimately, we aim for our pupils to transition to the next phase of their education with boundless enthusiasm and a sense of optimism for the future.

We expect you will have experience of educational management and leadership and will have the ability to embrace change. You will be able to show how you have brought a positive impact and improved life-chances for a wide range of pupils. You will be an excellent communicator with the ability to engage children, staff and parents so the School's vision is maintained and refreshed.

Thank you again for your interest in this post. If you would like to make an appointment to visit the school, or discuss this role with one of the Co Chief Executive Officers of the Trust, please email contact@springpartnership.co.uk.

We look forward to receiving your application.

Yours sincerely,

John Cliff | Chair of Trustees
and **Gulcin Sesli/Corinne Sheehan** | Co CEOs
The Spring Partnership Trust



A Flavour of Elmstead Wood Primary School

Our values: Ambition, Collaboration, Fairness, Respect

In September 2016, Elmstead Wood Primary School joined the Spring Partnership Trust. Our Trust is made up of 5 local primary schools as well as a group of Primary leaders and Local Advisory Council Members who are passionate about raising standards and giving children the very best start in life. We want our pupils to enjoy their experience with us and leave school as confident, enthusiastic and ambitious learners. We work collaboratively to share expertise with like minded schools.

Elmstead Wood aims to be an innovative school, capable of creating and implementing new ideas which will enrich the learning environment for the children. Successful links have been fostered with local secondary schools. The school is proud of its community links which it has worked hard to achieve.

At Elmstead Wood there is a clear focus on academic achievement. Children are encouraged to participate and succeed to the best of their ability across the whole curriculum and to feel that they are valued members of the school. Our children have opportunities to learn through a wide range of educational visits and events. We organise residential trips in Years 5 and 6 and all classes go on visits to complement and enhance their learning experiences.

We are a caring, happy school, striving to encourage children to achieve their very best and to feel that they are a valued member of our community. All of our children are taught the National Curriculum and there are many opportunities to develop their talents and their awareness of the world. Elmstead Wood provides an education which is fair and treats all children as equal.

The teaching staff at Elmstead Wood Primary are experienced and knowledgeable. They have taken great care to build a curriculum with colleagues from across Trust partner schools, which they continually review and develop to ensure it meets their pupil's needs.

As a forward-thinking Trust, we've integrated Google infrastructure seamlessly into our classrooms, providing our pupils and teachers with resources and opportunities. From interactive learning tools to collaborative projects, Google's suite of educational applications enriches every aspect of our curriculum. Staff are enthusiastic about Voice 21 (Oracy project) which we launched almost 3 years ago. This initiative is now firmly embedded as an integral component of our curriculum, empowering pupils to articulate their thoughts with clarity, confidence, and conviction. We believe that effective communication skills are paramount for success in the modern world, and our commitment to fostering oracy ensures that pupils develop the ability to express themselves articulately in any context. As such, we are in search of a leader who shares our passion for oracy and is dedicated to further advancing its integration within our educational framework. Subject leader, SENDCo, DSL and year group teacher networks hold regular meetings to share best practice and develop the Trust objectives.

The school is privileged to have the unwavering support of a seasoned and proficient Trust central staff team, renowned for their expertise across a spectrum of vital domains including Finance, HR, Administration, Site Management, Operations, and Business Support. Their guidance ensures seamless operations and allows our educators to focus wholeheartedly on education and safeguarding.

Regular meetings between our Headteachers and the Trust Executive team emphasise our commitment to excellence. Through collaborative dialogue and strategic planning, we continually strive to optimise our resources and enhance the overall educational experience for our pupils.

You can find out more about the flavour of the school on the Elmstead Wood website. We would love to meet you if you are interested in this opportunity, and would warmly encourage you to make a visit to the school to meet us.

Job Description

Post Title:	Headteacher of Elmstead Wood Primary School.
Reporting to:	Co CEO responsible for Education.
Main Purpose:	The main purpose of the Headteacher is to provide the professional leadership of the school. The Headteacher will work in partnership with the Trust Central team to deliver excellent all round education. They will build and motivate staff and will be responsible for the school's performance and future direction within the strategic and accountability framework agreed with the Trust. The post holder will contribute to improvements across the Trust, working collaboratively with other senior leaders in the Trust. The Headteacher is line managed by the Co Chief Executive Officers of The Spring Partnership Trust.
Main Duties and Responsibilities	
Leading Learning and Teaching:	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Embody the Headteacher standards 2020 https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020 including upholding and demonstrating the seven principles of public life. • Create a culture of challenge and support where all staff and pupils are confident and motivated to develop. • Be the Designated Safeguarding Lead, ensuring a safe and secure environment that protects the well-being, health and safety of the children and staff, whilst promoting equality and diversity. • Actively encourage teachers to collaborate with colleagues in other Trust schools to plan, teach, review and develop The Spring Partnership Trust curriculum. • Encourage the further development of wellbeing and character building through wider curriculum areas. • Recruit, select, appoint and develop teaching and support staff. • Monitor and evaluate standards of teaching and learning. • Work with the Co CEOs to ensure the Trust pupil assessment and performance systems are used effectively to focus resources where they are needed most. • Demonstrate a deep commitment to improving outcomes for vulnerable pupils and pupils with SEND.
Strategic Leadership:	<ul style="list-style-type: none"> • In consultation with the wider Trust, pupils, staff and the Local Advisory Committee (LAC), develop a forward-looking vision and strategy for the school. • Report to the Trust on all relevant matters in a timely manner. • Work collaboratively with the Central team and fellow Trust Leaders to enable continuous improvement. • Work with the Trust and the LAC to build relationships in the wider community, including other local schools.
Financial Understanding:	<ul style="list-style-type: none"> • Oversight and understanding of school restricted funds to maximise pupil impact. • Input into the Trust pooled budget to enable progress on the school improvement plan.

Job Description

Communications:	<ul style="list-style-type: none"> • Develop strategies to maintain the profile of Elmstead Wood Primary School as a primary of choice locally. • Ensure good communications between the school, parents and carers. • Maintain effective relationships between Elmstead Wood Primary School, other schools in The Spring Partnership Trust and more widely in the community.
Developing Self:	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Regularly review own practice, set personal targets and take responsibility for own development; • Seek advice and support from other agencies such as the CEO and LAC; • Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school and The Spring Partnership Trust. <p><i>NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.</i></p>
Special Conditions of Service:	<p>Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.</p>
Management and Leadership:	<p>Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.</p>
Equalities:	<p>Promote and protect a culture of equal opportunities throughout the school, ensuring implementation of the Trusts' equal opportunities policy.</p>



Person Specification for Headteacher

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Criteria	Qualities
Qualifications and Training	Qualified teacher status. Degree. NPQH Qualification encouraged and offered as a professional development opportunity.
Experience	Leadership and management experience in a school, with evidence of successful implementation of whole school initiatives to improve the quality of education. Teaching experience within the Primary age range. Involvement in school self-evaluation and development planning. Demonstrable experience of successful line management. Experience of teaching and learning in a digital environment. A commitment to a pupil-centred, inclusive approach in which every pupil is affirmed and valued.
Skills and Knowledge	Good written and oral communication skills. A good understanding of the curriculum and teaching skills necessary for pupils to make good progress by knowing and remembering more. Experience of leading professional development for staff. Understanding of high-quality teaching, and the ability to model this for others and support others to improve. Evidence of keeping up to date with research and evidence on how to improve educational outcomes. Effective communication and interpersonal skills. Ability to communicate a vision and inspire others.
Ability to build effective working relationships	The ability to communicate the Trust's vision and inspire and motivate pupils, teachers, parents, and Local Advisory Council.

Person Specification for Headteacher

Criteria	Qualities
Personal Qualities	A friendly, approachable style.
	An optimistic outlook with stamina and confidence.
	A commitment to safeguarding and equality.
	Enthusiastic about and belief in The Spring Partnership Trust vision of Excellence for all pupils.
	Positive attitude towards working collaboratively with colleague Headteachers and Trust leaders to develop the Trust.
	The ability to be proactive, innovative and versatile, with a high level of drive, energy, enthusiasm, resilience, discretion and integrity.
	Ability to work under pressure and prioritise effectively.



Application Guidance

Deadline for applications: 29th April 2024

Interviews: 9th and 10th May 2024

Start date: 29th August 2024

Please complete an application form online via:
<https://recruitmentbromley.engageats.co.uk> or contact the
HR team on 020 3837 8637. Visits are very welcome, please email
contact@springpartnership.co.uk to arrange.

Our Trust and all its personnel are committed to safeguarding and promoting
the welfare of the children. The successful applicant will be subject to a full
Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID,
medical clearance and the right to work in the UK.

The Spring Partnership Trust, partner schools:

Hayes Primary School | George Lane, Bromley, Kent, BR2 7LG

St Mary Cray Primary Academy | High Street, St Mary Cray, Orpington, Kent, BR5 4AR


Elmstead Wood Primary School | Castlecombe Road, Mottingham, London, SE9 4AT

Leesons Primary School | Leesons Hill, Orpington, Kent, BR5 2GA


Midfield Primary School | Grovelands Road, Orpington, Kent, BR5 3EG

The Spring Partnership Trust

Room 1, The Warren
Croydon Road
Bromley
BR2 7AL

 Telephone: 020 3837 8637

 Email: contact@springpartnership.co.uk

 www.springpartnershiptrust.co.uk

