



A kind and inclusive learning community with high expectations for all

## Head Teacher

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## Candidate Information Pack

# Welcome from the Chair of Governors

Dear applicant,

Thank you for your interest in the position of head teacher at Queen's Park Primary School in Brighton.

We are looking for an energetic leader who embodies high expectations for all, exemplifies kindness, and shares our dedication to delivering high quality education for every single child in our care.

With a change of leadership after 15 years, this is a key moment for our school. As head teacher, you would have the privilege of leading our diverse school community with the opportunity to innovate and create a vibrant school where all children and staff flourish.

Our dedicated and engaged governing body is looking for a strong partner to join us on the evolution of our ethos and culture. You would use your considerable experience in leading change and deep understanding of the complexities of school leadership in a diverse 21<sup>st</sup> century setting to unlock our potential and make us the school of choice in our local community.

We have built strong foundations on an exciting journey of transformation, and we are looking for an inspirational leader to join our team and help take us to the next level.

Please don't hesitate to contact us if you'd like to know more about our school and the challenges we face. Our clerk to the governors Michelle McCann ([Michellemccann@queenspark.brighton-hove.sch.uk](mailto:Michellemccann@queenspark.brighton-hove.sch.uk)) will manage all correspondence and will make sure that you hear back from us in due course.

I will happily discuss any questions you may have.

I hope you are up for the challenge! We look forward to hearing from you.

Yours faithfully,  
Stevie Atkins  
Chair of Governors



## Queen's Park Primary School - Head Teacher

**Salary Range:** L17 – L24a (£62,570 - £73,559)

**Start Date:** 1 January 2023 or earlier

We are at a key moment for our school and have a fantastic opportunity for an energetic leader who embodies high expectations for all, exemplifies kindness, and shares our dedication to delivering high quality education for every single child in our care.

Leading our diverse school community, you will champion equitable access to education and energise the school community to develop a vibrant culture of kindness, pride and high aspirations where all children and staff can flourish.

You will operate in a challenging environment. We are looking for a strong partner to join us on our journey of becoming the school of choice in the local area, while declining pupil numbers in Brighton & Hove call for clever day-to-day management of our operations and maximising collaboration with other schools and services.

Situated in central Brighton, nestled between the seafront and Queen's Park, Queen's Park Primary School is a two-form entry school. Our pupils are drawn from a vibrant, mixed socio-economic environment and our ethos is one of a kind and inclusive learning environment in which every child can reach their potential.

We welcome your visit at our school. Please contact our Clerk to the Governors Michelle McCann on [Michellemccann@queenspark.brighton-hove.sch.uk](mailto:Michellemccann@queenspark.brighton-hove.sch.uk) to arrange a suitable time in the weeks commencing 23<sup>rd</sup> May and 6<sup>th</sup> June 2022.

To apply, email completed [application forms](#) to our Clerk to the Governors Michelle McCann on [Michellemccann@queenspark.brighton-hove.sch.uk](mailto:Michellemccann@queenspark.brighton-hove.sch.uk)

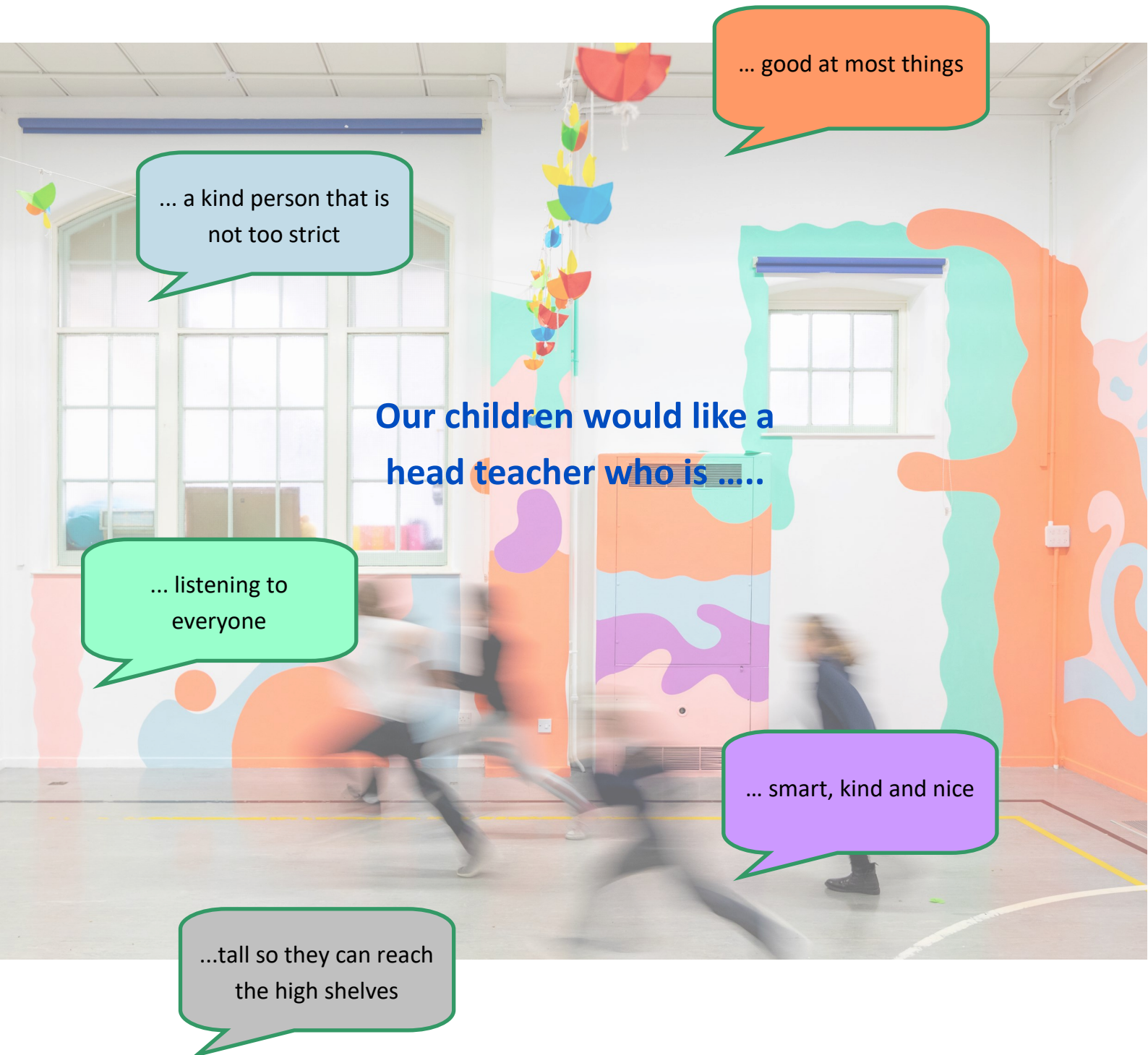
**Closing date:** 16 June 2022, 5pm

**Shortlisting:** 23 June 2022

**Recruitment Activities and Interviews:** 4<sup>th</sup>/5<sup>th</sup> July 2022

Queen's Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check, and references will be taken for all shortlisted candidates.

# Children's Voices



... a kind person that is not too strict

... good at most things

**Our children would like a head teacher who is ....**

... listening to everyone

... smart, kind and nice

...tall so they can reach the high shelves

# About the School

Queen's Park Primary School is a two-form entry school situated right next to one of central Brighton's most popular parks. We currently have 332 children, and our last OFSTED report can be found [here](#).

At Queen's Park School, we have always had a strong focus on the Arts and have had Artsmark Gold accreditation for many years. In connection with our Artsmark status we are working in partnership with Artswork to support other schools as a Creativity and Arts Champion school in the South-East.

The school building is part red-brick Victorian with a relatively new extension which houses the library, our after-school club, Year 1 classes and the junior floor. We are fortunate to have a dedicated outdoor space for our Reception children at the front of the school, and another larger playground for children in Key Stages 1 and 2 at the rear of the school which is also used for whole school events. And besides, the beach is only down the road.



## Our Vision and Values

Our vision is to be a kind and inclusive learning community with high expectations for everyone.

Our school has a dedicated staff team, supportive parents and carers, committed governors, and wonderful children.

We want to become the school of choice in the local area; an open and welcoming school where the ideas and contributions of the whole school community are valued, and every individual involved can be the best they can.

# Job Description

**Job Title:** Head Teacher

**Accountable to:** Board of Governors

## Purpose of the Role

Inspirational leadership of our diverse school community, championing equitable access to education and energising the school community to develop a vibrant culture of kindness, pride, and high aspirations.

**Salary Range:** L17 – L24a (£62,570 - £73,559)

**Effective Date:** 1<sup>st</sup> January 2023 or earlier

## Key Areas of Responsibility

<b>School Culture</b>	<ul style="list-style-type: none"><li>• Define, cultivate, and lead a culture of pride and confidence in which pupils' attainment, their personal and social development, positive behaviour, and attitudes can flourish</li><li>• Embody a culture of kindness and high expectations</li><li>• Champion equitable access to education</li><li>• Promote a culture of innovation and creativity which reflects a progressive approach to education</li><li>• Promote integrity, respect, constructive challenge, and professional collaboration throughout the school</li></ul>
<b>Strategic Leadership and Development</b>	<ul style="list-style-type: none"><li>• Strategically lead the development and delivery of our School Improvement &amp; Development Plan</li><li>• Ensure that the Queen's Park vision is clearly articulated, understood, and acted upon effectively by all staff</li><li>• Be an inspirational, engaging, and caring leader of the school team</li><li>• Develop and embed distributed leadership in the school by fostering leadership skills and holding staff at all levels to account</li><li>• Make sure that the school's statutory requirements are met</li></ul>

# Job Description

<p><b>Driving the Quality of Education, Behaviour &amp; Attitudes</b></p>	<ul style="list-style-type: none"> <li>• Model a consistently aspirational approach to the quality of teaching and learning with the highest expectations, to achieve the best possible outcomes</li> <li>• Establish and sustain high-quality, expert teaching across all subjects and phases</li> <li>• Establish a robust approach to behaviour management by working closely with all staff to evaluate the existing relationship-based, attachment-aware approach and monitor progress</li> <li>• Develop strategies to ensure consistently high attendance levels</li> <li>• Monitor and evaluate school performance to ensure that all practice is to the best standard</li> <li>• Challenge and support staff using performance data and accountability systems</li> <li>• Maintain effective assessment, recording and reporting systems</li> </ul>
<p><b>Curriculum &amp; Assessment</b></p>	<ul style="list-style-type: none"> <li>• Implement a creative and ambitious curriculum which reflects the needs of our diverse community</li> <li>• Use that curriculum to assess pupils' knowledge and skills so that their learning journey is clear</li> <li>• Hold subject leaders to account for the ownership and management of their subject areas</li> </ul>
<p><b>Leading People &amp; Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Set the expectation that staff share a strong belief that all children deserve to achieve the very best they can.</li> <li>• Hold to account, recognise, reward and foster talent and high performance through a rigorous appraisal process</li> <li>• Challenge all underperformance through the use of transparent and fair protocols</li> <li>• Develop the profile, role, and accountability of subject leaders</li> <li>• Ensure staff have access to high quality, sustained professional development</li> <li>• Involve and develop others in the leadership of Queen's Park Primary School to embed a distributive approach to leadership</li> <li>• Be committed to ongoing learning and self-improvement</li> </ul>
<p><b>Managing the Organisation</b></p>	<ul style="list-style-type: none"> <li>• Implement and manage strong systems, processes and controls throughout the school to ensure efficiency and drive consistently high standards</li> <li>• Oversee the school's budget and finances in partnership with the governing body</li> <li>• Ensure the most effective use of available resources</li> <li>• Explore and develop partnerships and collaborations to ensure long term financial viability of the school in a changing environment</li> <li>• Provide information about the use of additional grants to the governing body</li> <li>• Apply rigour to identifying, managing, and mitigating risks</li> </ul>



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<b>Governance &amp; Accountability</b>	<ul style="list-style-type: none"> <li>• Create an organisation in which everyone works collaboratively, shares knowledge and understanding and accepts collective accountability for the success of the school</li> <li>• Make sure staff know and understand their individual responsibilities and are held to account</li> <li>• Provide consistent information, objective advice and support to the governing body to enable it to meet its responsibilities for holding the school to account</li> <li>• Demonstrate and articulate the impact and success of actions taken to all stakeholders</li> <li>• Ensure all policies are up to date, relevant, regularly reviewed and communicated</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Celebrate the diversity of the Queen's Park community and develop the curriculum to reflect that diversity</li> <li>• Take part in and embrace community and fundraising events</li> <li>• Partner with families and agencies to ensure that Queens Park Primary School meets the wider needs of its pupils, staff, and the local community</li> <li>• Make sure that parents are consistently informed about the curriculum, attainment, and progress, and about the contribution they can make to the school's success</li> <li>• Work closely with families to ensure that behaviour expectations are well understood and adhered to community-wide</li> <li>• Foster a collaborative relationship with the Queen's Park School Association (QPSA)</li> <li>• Work collaboratively with the community of education professionals in the local authority</li> </ul>
<b>Inclusion &amp; Equalities</b>	<ul style="list-style-type: none"> <li>• Inspire the development of a caring and inclusive provision which actively reflects the diversity of the school's community and supports all pupils</li> <li>• Ensure the school holds ambitious expectations for pupils with additional and special educational needs and works effectively in partnership with parents, carers, and professional to provide appropriate support</li> <li>• Make sure the delivery of the curriculum matches the needs of each individual learner so that all children make excellent progress and gaps in achievement close</li> <li>• Actively challenge and address discrimination</li> <li>• Continue to foster a culture clearly linking attendance and attainment</li> <li>• Ensure the school fosters its statutory duties with regards to the SEND code of practice</li> </ul>
<b>Safeguarding &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Ensure protection and safety of all pupils and staff through effective approaches to safeguarding</li> <li>• Actively promote welfare and adopt exceptional safeguarding practice</li> <li>• Engage with and support parents and carers in their responsibility for safeguarding and wellbeing</li> <li>• Oversee the Designated Safeguarding Leadership for the school</li> </ul>



# Person Specification

Aspect	Requirement	Essential	Desirable	Assessment
Qualification	Qualified teacher status	X		Application letter
	Leadership qualifications, e.g. NPQH or other professional development at equivalent standard (completed or in the process of completing)	X		
	Further relevant professional studies and evidence of self-improvement		X	
Experience	Experience of creating, refining and articulating a vision and driving cultural change, including planning and securing commitment of all stakeholders through effective communication	X		Application letter  Recruitment tasks and activities  Interview
	Experience of developing innovative strategy and leading structural change at an organisational level	X		
	Relevant leadership experience including day-to-day leadership, leading strategic planning and the implementation of strategy into practice, and consistently considering the wellbeing of all	X		
	Experience of working with the governing body and agencies beyond the school, including professional bodies and the LA to progress school improvement	X		
	Experience of improving the quality of teaching and learning, and holding people to account, through effective performance management and coaching, showing demonstrable impact	X		
	Proven track record of demonstrating and articulating the impact of actions taken, including school improvement measures and success in the classroom	X		
	Proven track record of raising standards which is reflected in nationally published data	X		
	Experience in successfully leading on whole-school behaviour management strategies.	X		
	Experience of leading staff professional development and embedding accountability across all levels of the school leadership team	X		

# Person Specification

Experience	Practical experience of developing inclusive practices across a diverse school community, including organising partnerships with outside service providers	X		Application letter Recruitment tasks and activities Interview
	Experience of implementing and overseeing effective systems, processes, and controls across the full range of school deliverables	X		
	Experience of pro-actively engaging with a diverse parent / carer community to help foster an inclusive culture and achieve the best possible outcomes for children	X		
	Experience of smooth day-to-day running of the school such as working with finance/budgets, overseeing use of grants and providing extended services	X		
	Experience of performing effectively as DDSL or DSL	X		
	Experience of shrewd financial management where budgets are under pressure	X		
Knowledge & Understanding	Thorough knowledge of the Ofsted framework and its implication for the school	X		Application letter Recruitment tasks and activities Interview
	Knowledge of national priorities and current developments in education	X		
	Understanding of the challenges of driving cultural change and how to overcome them	X		
	Understanding of distributed approach to leadership	X		
	Clear understanding of the principles and practices of appraisal to improve performance of all staff and to enable subject leaders to be accountable	X		
	Understanding of issues related to maintaining an ethos of high expectations in schools in challenging circumstances	X		
	Knowledge about effective behaviour management approaches and how to implement them	X		
	Knowledge of legislation and best practice in inclusion, including SEN/D and EAL provision	X		
	Knowledge and understanding of equality issues and legislation	X		
	Knowledge of local and national safeguarding requirements	X		

# Person Specification

<b>Knowledge and Understanding</b>	Knowledge of strategies to establish consistently good attendance levels	X		Application letter
	Understanding of best practice and innovative approaches to communication		X	Recruitment tasks and activities Interview

<b>Abilities &amp; Skills</b>	Ability to inspire an organisation from the top, including all key stakeholders and the wider community. Lead staff, student, and parent/carer engagement	X		Application letter Recruitment tasks and activities Interview
	Ability to plan strategically and to evaluate whether systems and processes are fit for purpose	X		
	Ability to analyse and evaluate performance data to set aspirational targets	X		
	Be an exemplary teacher, who can lead by example	X		
	Ability to coach and support staff to achieve high performance and inspire a culture of high expectations	X		
	Ability to delegate effectively and foster development of skills in others	X		
	Ability to work effectively in a team and as part of the whole school community	X		
	Ability to creatively solve problems and remove barriers to achievement	X		
	Ability to communicate effectively with all stakeholders	X		
	Ability to take decisions and see actions through	X		
	Ability to self-manage and a willingness to learn from others and both seek and take advice	X		
	Resilience and the ability to work under pressure	X		
	Ability to role model appropriate self-care, while consistently conscious of the wellbeing of others	X		

# Person Specification

<b>Key Requirements</b>	A demonstrable commitment to equality of opportunity and inclusive education	X		Application letter
	A sense of fun and a love of school life	X		
	Intolerance of mediocre performance or injustice	X		Recruitment tasks and activities
	Well-developed interpersonal skills	X		
	Excellent self-awareness	X		
	Integrity, respect, confidence, and authenticity	X		Interview

This post is subject to an enhanced DBS check and background identity checks.

Please use the linked [Brighton & Hove Job Application Form](#) and email applications to our clerk to the governors Michelle McCann: [Michellemccann@queenspark.brighton-hove.sch.uk](mailto:Michellemccann@queenspark.brighton-hove.sch.uk) by 5pm on Thursday, 16 June 2022.