



## Headteacher Information Pack



**Welbourne Primary School, Stainby Road, London N15 4WA**

## Introductory Letter from Chair of Governors



Hello.

I'm so pleased you want to be our head, and I look forward to receiving your application.

I have the deepest admiration for you and for everyone who chooses to work with children; it's a huge responsibility to look out for them, and to improve their lives today for every day that follows.

It's unfashionable to speak of vocation, but that's how I see it and I'm glad you've followed your calling to us.

I'd like to meet you if you're not put off by such a sentiment. I'd like to meet you even more if you recognise yourself in this light. I'd like to meet you so you can demonstrate how you practice your vocation.

It's easy (and easier) to get bogged down in the day to day, so I'm looking forward to hearing how you maintain your leadership focus, inspire children and colleagues, and engage governors and parents to help you surmount the day to day and achieve the very best for every child.

Thank you, once again, for doing what most of us wouldn't dare to do - and for wanting to do it here.

Andrew Dowell

Chair of Governors



## About the School

Welbourne Primary School is a mixed 3-11 state-maintained primary school situated in South Tottenham in the London Borough of Haringey. Tottenham Hale's tube, overground train and bus terminus and South Tottenham overground railway station are all within a short walking distance.

### School Population

The school has two forms of entry and has many strengths to be proud of. We have a wide diversity of ethnic, linguistic, and faith backgrounds in the school, and this provides a tremendously rich culture. As a community primary school, our intake consists of a broad ability range including children with special educational needs and very able, gifted and talented pupils. The school serves a community of high economic disadvantage.

Visitors are invariably impressed with our calm, happy and positive atmosphere in the school. Pupils are respectful and well behaved. There is a wonderful ethos in the school enjoyed by all and it enables children to make excellent all-round progress. The pupils are a delight to work with and are highly appreciative of the efforts made by staff. Our children really enjoy school and are proud to be part of the Welbourne family.

### Leadership

We have simple but ambitious goals for the school. All staff are encouraged to help shape our development and pupils contribute to this as well. Welbourne was by Ofsted as providing a good quality of education for the children that they serve in June 2023 and has implemented well researched plans to improve since then. We are fully committed to self-evaluation and continuously look at what we can do to improve. There are numerous opportunities and procedures designed for us all to share good practice and learn from each other.

### Curriculum and Assessment

Our aim is to provide our children with a broad, balanced, and challenging curriculum that fosters a love of learning and enables all pupils to reach their potential. Our curriculum offer is not solely about the delivery of the National Curriculum, although this is the foundation because it secures entitlement for all pupils, but it goes well beyond that to include a broader range of opportunities. Extra-curricular provision is particularly strong.

Continuous assessment enables pupils to understand exactly where they are with their learning and what their next steps should be. Reports on progress are issued to parents/carers ensuring that everyone is kept up to date on pupil progress.

### Staffing

We have a very capable staff team that create a warm atmosphere and forge an effective climate for learning. Colleagues say that working at Welbourne is uplifting and we actively promote the strong ethos of mutual support. Visitors are impressed by the friendly and pleasant atmosphere in the school. It is fundamental for us to go out of our way to ensure that colleagues are supported and appreciated in their work.

Our recruitment programme targets teachers and support staff not just for their subject knowledge. We particularly seek out people who really care about the progress of children and are deeply committed to making a difference to our community. Welbourne staff are characterised by their friendly and positive outlook. We value these characteristics highly and would seek any applicants to meet these ambitions.

Once appointed, we expect all staff to continue with their professional development. Our programme for trainees is strong. There is strong recognition that everyone plays an important role in enabling our school to succeed and operate harmoniously.

The care for the individual, together with the high quality of teaching means that Welbourne is a friendly and supportive school. Colleagues particularly appreciate this, consequently staff turn-over is notably low. Staff work hard and give their all to improve the life chances of the children that they serve.

### **Premises**

The buildings are substantially built and classrooms of good size. The children and staff are proud of the school and enjoy a happy atmosphere and we have positive links with the local community. We are awaiting an exciting update from the DfE regarding the Schools Rebuilding Programme and we are excited about the incredible benefits that this could bring Welbourne in the future.

### **Community Activities and Partnerships**

We have good partnerships with our neighbouring schools and as members of the Haringey Education Partnership collaborate in an effective community of schools. We are genuinely a community school and find that our parents/carers are generally supportive and appreciative of our involvement in the community.



## Job Description

**Job title:** Headteacher

**Reports to:** Governing Body and Local Authority

**Start Date:** September

### **Purpose of the post:**

To provide professional leadership of Welbourne Primary School which secures its continuing success and improvement, ensuring high quality education for all its pupils and excellent standards of learning and achievement.

### **Headteacher Responsibilities:**

This job description reflects and references the DfE Headteacher Standards 2020

### **Ethics and Behaviour:**

- build relationships rooted in mutual respect and always observe proper boundaries appropriate to this professional position.
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensure that personal beliefs are not expressed in ways which exploit the position, pupils' vulnerability or might lead pupils to break the law.

### **As the leader of Welbourne Primary School community and profession:**

- serve in the best interests of Welbourne Primary School pupils.
- conduct yourself in a manner compatible with this influential position in society by behaving ethically, fulfilling the professional responsibilities, and modelling the behaviour of a good citizen.
- uphold the obligation to give account and accept responsibility.
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- take responsibility for your own continued professional development, engaging critically with educational research.
- make a positive contribution to the wider education system.

### **School Culture:**

- strengthen and sustain the school vision and ethos in partnership with the Governing Board and through consultation with the school community.
- continue to create a culture where pupils experience a positive and enriching school life.
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment.
- ensure a culture of high staff professionalism.
- In consultation with the Governing Body, create and implement a strategic and sustainable plan based on sound financial planning so that the school can continue to improve.

**Teaching:**

- establish and sustain high-quality, expert teaching across all subjects and key stages, built on an evidence-informed understanding of effective teaching and how pupils learn.
- ensure that effective strategies are in place, closely monitored and reviewed, to continue to rapidly close the gap for disadvantaged pupils and other vulnerable groups.
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.

**Curriculum and Assessment:**

- ensure a broad, structured, and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught and which meets the requirements of the National Curriculum and the aims of the school, providing progression and continuity throughout the school.
- ensure that the curriculum is appropriate to meet the needs of all pupils and takes account of the full context of the local community.
- ensure that the curriculum is promoting the intellectual, spiritual, moral, cultural, physical, social, and emotional well-being of all pupils.
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- ensure that all pupils develop their reading through the provision of evidence-informed approaches.
- ensure valid, dependable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
- ensure effective use is made of formative assessment to shape and develop the curriculum.



# Person Specification

## Qualifications

- Graduate
- Qualified teacher status
- Strong track record of professional development

## Experience

- Substantial school teaching experience as a senior leader
- Demonstrable track record of success in leading change and improvement in a comparable organisation
- A track record of developing high quality leadership capacity and accountability
- Practical experience of successfully promoting equality of opportunity
- Successful experience of raising levels of attainment and progress
- Experience of monitoring and improving teaching and learning/pedagogy
- Successful experience demonstrated by securing high levels of behaviour, attendance and commitment from pupils of all abilities and backgrounds
- Experience of working successfully with the local community, parents and carers
- Experience of building successful working relationships with a governing body and of sustaining and developing effective partnerships with external agencies and other organisations
- Experience of strategic and operational leadership of resources, including finance, premises, HR and ICT

## Knowledge

- Excellent knowledge and understanding of school improvement strategies
- Excellent knowledge of recent developments in teaching and learning
- Secure knowledge of the curriculum and examination specifications
- Understanding of strategies for ensuring equal opportunities for staff and pupils
- Demonstrable understanding of safeguarding and safer recruitment and how to ensure a safe, secure and healthy school.
- Excellent understanding of the Ofsted inspection framework

## Skills/Competencies

- Inspirational leader with strong commitment to raising outcomes of young people
- Excellent communication skills, oral, written, and presentational
- The interpersonal skills to manage and maintain complex relationships with stakeholders
- The ability to lead and motivate staff
- A creative and strategic mindset
- The ability to plan, deliver, monitor, and evaluate school performance
- The ability to manage health and safety and promote and safeguard pupil and staff welfare and well being
- Commitment to high standards, best value, and continuous improvement
- Demonstrate an excellent 'can-do' approach and positive attitude
- Ability to sustain positive staff attitudes, team working and commitment

## How to Apply/Recruitment Process

To apply, please forward a completed application form together with a supporting statement (no more than two sides of A4) outlining your suitability for the role. **Your statement should outline how you satisfy the qualification and experience elements of the Person Specification.**

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

### Enquiries and school visits

We will treat all enquiries, formal and informal, in confidence.

Tours for prospective candidates: 26/03/25 at 10:30-12noon and 27/03/25 at 9-12noon.

Please contact the School Office if you wish to book a place

Please send your completed application by email to: [admin@welbourne.haringey.sch.uk](mailto:admin@welbourne.haringey.sch.uk)

**Closing date for applications:** 10am on 22/04/2025

Interviews to take place on 29/04/2025 to 30/04/25

If you would like an informal chat with the Chair of Governors, Andrew Dowell, please feel free to contact him. He is available on 07501 294355

### Further information

Welbourne Primary School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an Enhanced Disclosure via the Disclosure and Barring Scheme, confirmation of qualifications, experience checks and satisfactory references.

