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## Moss Hall Infant School ~ Head of School Application Pack

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Dear Applicant

Thank you for showing an interest in the Head of School role at Moss Hall Infant School.

The governors, staff and parents truly believe this role offers an ambitious candidate the opportunity to make their mark at a school with all the foundations in place to effect real change and improvement.

Our children are curious, friendly, engaged and well-behaved, supported by a parent community determined to ensure they all achieve to the best of their ability. Our families are incredibly supportive of our schools, our staff and vision. We are supported by a creative and involved parent association (MHSA) and active parent

reps who endeavour to reach out to all families.

Our staff are experienced, highly collegiate and supportive of each other.

Working alongside an experienced Executive Head teacher, our Heads of Schools provide the day to day leadership, public face inspiration and challenge for staff, parents and children as we develop and enhance the quality of education provided by each of the 2 schools in our federation.

Our vision for our federation is to provide an ambitious and cohesive learning journey for children from Reception to Year 6 as they progress through each school. Since the federation was established in January 2020 the developments have been considerable and despite Covid and lock-downs we have greatly aligned ways of working and supporting children and our community, our ambition and culture, professional development and of course our curriculum. We are now looking for a Head of School who can inspire staff and children, championing KS1 and our early years and to ensure it becomes a beacon of best practice in the coming years. Your expertise in improving the quality of education through your own practice and by developing others will be sought. Your experience or special interest leading in the Early Years and KS1 will be a bonus however as a federation our leaders are leaders across the 2 schools and will be seen to have a varied and wide reaching impact over time.

This is a very exciting time to join our federation, offering the opportunity for an experienced Deputy Head or senior leader the chance to influence and shape teaching and learning. We will nurture your professional growth through regular coaching and support from our Executive Head and will be assisted by an experienced Assistant Head and federation leaders whose hard-work and dedication set an example to the rest of the staff.

If you have the skills and drive necessary to lead the school, then we look forward to hearing from you.

Kind regards, Lis Maimaris (Acting) Chair of Governors

## About us – our school



Moss Hall Infant is a 4-form entry School, well located in a residential area with the luxury of extensive outdoor space. We are a diverse and inclusive school with a higher than average percentage of children for whom English is an additional language. Our children are kind, polite, well-behaved and excited learners with supportive parents.

Most of our children join us from the neighbouring Moss Hall Nursery and go onto the Junior school. The infant and junior federated in January 2020 with the ambition to provide a cohesive journey for children and families as they move between the 2 schools. We work closely with Moss Hall Nursery and there is enormous scope for further linking here.

Each school is situated on its own site and has its own staff team, though as a federation we share our vision, resources, organisational systems, policies, some staff, professional

development (CPD). The leadership teams from both schools work collaboratively and systematically, supporting and developing each other. This is just one of the many strengths and benefits we have found as a federation. Through the lockdowns and challenges of the past year – we have found opportunity to learn alongside each other to ensure children and families across our 2 schools are supported, included and provided for both emotionally and academically. This past year has been a time of rapid development in both of the schools.

Working together in 2020 the staff, children and parents agreed our vision for pupils and staff would be to:

*Be kind ~ Work Hard ~ Make A Difference*

This is what matters at MHSF and this intent underpins our organisation, our ways of working together and our curriculum.

Our federation development aims over the next 4 years are intended to drive our improvements in the macro and ensure through critical self-evaluation our vision is enacted. These are to

- Deliver an ambitious curriculum
- Ensure research driven pedagogy
- Create a culture of high quality professional learning and leadership development
- Raise standards for all children
- Develop communication that supports everyone
- Ensure every child is seen, known and safe.

Each school has a development plan to demonstrate how we will work to achieve these aims both individually but as part of the federation.

The school is well resourced, with experienced and committed staff. We have easy access to the Northern Line which enables us to maximise opportunities for educational visits and enrichment activities, bringing real life learning opportunities and although curtailed over the last year, these are very much part of our learning intent going forward

The Governing Board is very supportive and keen to build the school as a centre of excellence for the wonderful children, staff and community that it serves.

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## Head of School – Job description

### Job Purpose/ main responsibilities

- To drive Moss Hall Infants to be the best local school for Early years and KS1 children through maintaining a thirst for innovations and creatively and actively engaging with educational research
- Effectively and empathetically lead, manage, support and develop the infant school staff to maintain high expectations and secure positive accountability
- Lead teaching and learning, holding responsibility for educational standard across the infant school
- Lead pastoral care with oversight of the culture and ethos, learning climate, behaviour for learning in the infant school
- Lead the infant school SLT and be a member of the federation leadership team (FLT) and other staff teams as appropriate and to contribute to the planning and development of policy for the school and federations
- Strategic leadership of the infant school in line with the federation vision, ethos and culture
- Promote and develop links with key stakeholders and the wider community
- To take a key role in the positive marketing and admissions strategy in order to maintain and increase the pupil role

### Reports to

- Executive Head

### Line manage

- Assistant head of the Infant school
- Year leaders x 3
- Subject leaders
- Senior office admin

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## Vision, direction and development

### The Head of School will:

- Support the Executive Head Teacher in developing and sharing the vision and direction of Moss Hall Infant School, in its own entity and as part of the 2 school federation;
- Support the Executive Head Teacher in developing both strategic and operational plans for securing the vision and direction of the school within the federation based on wide consultation with all relevant stakeholders;
- Work with the MHI leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes for MHI;
- Work with the Federation leadership team to establish systems, policies and practice and rigorously evaluate progress towards targets and outcomes for MHI and MHSF;
- Support the Executive Head Teacher in ensuring that all school policies are regularly reviewed and updated and that staff and governors are involved in this process;
- Advise and support staff and governors in policy development and implementation.

### Quality of Education:

#### The Head of School will:

- Ensure that the school works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all children at Moss Hall Infant School;
  - Ensure that statutory requirements for the Early Years Curriculum and National Curriculum are met and that all children are enabled to access a broad, balanced and relevant curriculum;
  - Ensure that the curriculum and pastoral care of the school is appropriate to the children's differing experiences, interests, aptitudes and backgrounds;
  - Give priority to developing high quality teaching and learning across the school;
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- Ensure that a system for monitoring and developing the quality of teaching and learning is in place;
- Ensure that there is an effective system for assessing, recording and reporting of children's progress;
- Actively support staff to develop a coherent, knowledge rich and inspiring curriculum and capitalise on local and national initiatives;
- Develop and implement effective policies for ensuring that children's behaviour is appropriate and supportive to their own learning and the learning of others;
- Implement and keep under review a fair and effective school discipline policy which protects the rights of all users to a safe and harmonious learning and working environment.

## **Leading and Managing Staff**

### **The Head of School will:**

- Liaise with the Executive Head Teacher and governors in the recruitment and selection of teaching and support staff;
- Manage effectively the day-to-day deployment and performance of all staff;
- Support the Executive Head Teacher in carrying out the requirements for Performance Management;
- Support the Executive Head Teacher and governors in creating and maintaining good working relationships amongst all members of the school community;
- Motivate and support staff by identifying and addressing areas for development and building on their strengths;
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community;
- Ensure that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations;
- Encourage and model initiative, team work and working in partnership;
- Develop and strengthen leadership across the school through coaching and professional development.

## **Efficient use of resources**

### **The Head of School will:**

- Work with the Executive Head Teacher and the Governing Board on setting and using the school budgets to deliver a quality education and to meet the objectives of the school development plans;
- Manage the agreed budget on a day to day basis ensuring effective administration and control and value for money;
- Monitor the budget and with the Executive Head Teacher make appropriate adjustments to spending patterns in accordance with all financial regulations and audit requirements;
- Inspire staff to provide beautiful and safe learning environments that demonstrate high expectations and everyday excellence
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements;
- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all;
- Support the Executive Head Teacher in securing additional and sufficient resources for the school.

## **Accountability**

### **The Head of School will:**

- Work with the Executive Head Teacher to ensure that all adult users of the school and site are aware of and adopt safeguarding and working practices and that all activities comply with current legislative requirements;
- Work closely with the Executive Head Teacher and with the Chair and members of the Governing Board as appropriate and build and sustain a positive working relationship;
- Provide information and support to the Executive Head Teacher and to the Governing Board and advice based on a well-grounded and practical knowledge of the school on a day-to-day basis;
- Ensure all statutory assessment procedures are implemented, KPIs are set, achieved and reported on in accordance with established evaluation systems
- Work with the Executive Head Teacher to ensure that the school staff and governors collect and receive and use performance data to support school improvement and raised levels of achievement;
- Work with the Executive Head Teacher to update the Self Evaluation Form (SEF) and collect evidence to support judgments made in evaluating the school's success;
- Keep parents informed about their child's attainment and progress and supported in understanding how they can contribute to supporting their child's learning.

## **Partnership**

### **The Head of School will:**

- Develop and encourage working partnerships with parents and carers;
- Develop and encourage good relations between Moss Hall Infant and Junior Schools and the local community;



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- Develop and encourage an effective partnership with the community of Moss Hall Infant & Junior Schools drawing upon the strengths and expertise of both groups of staff and governors, sharing information and ideas and working collaboratively;
- Encourage interschool links and events of mutual benefit to Moss Hall Infant and Junior children;
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals.

### Shortlisting Criteria

Skills and abilities	Essential (E ) Desirable (D)	Assessed by
The ability to lead and manage the school effectively and efficiently and work with other professionals and agencies	E	Interview
Demonstrable communications skills, oral, written and presentational	E	Application and interview
Ability to investigate, resolve problems and make decisions; collect and weigh evidence and take decisions in light of this.	E	Application and reference
The interpersonal skills to manage and maintain complex relationships with many stakeholders including the ability to hold colleagues to account for their work with impact	E	Application, interview and reference
The ability to manage financial resources within a structure of support	E	Application and interview
The ability to inspire, lead and manage staff	E	Application, interview and reference
The ability to maintain and develop the quality of teaching and learning to a high / improved standard	E	Application and interview
Displays commitment to the protection and safeguarding of children and young people	E	Application and interview
Able to accurately evaluate the school		
The mind-set to work with the teams across the federation and to see yourself as a leader across the federation	E	Application and interview
<b>Knowledge:</b>		
How to motivate people	E	Application and reference
How to lead curriculum development and progression within and across EY to KS2. Highly effective curriculum leadership experience of at least 2 different subjects is essential	E	Application and interview
How to manage innovation and change for lasting impact	E	Application and reference
Substantial knowledge of using assessment information to raise achievement particularly for vulnerable groups	E	Application and reference

Knowledge cont'd	Essential (E) Desirable (D)	Assessed by
Know ( from research) how children <b>and adults</b> learn, and be able to demonstrate how your professional development in this area has had an impact on standards	E	Application, interview and reference
Know how to manage health and safety and the promotion of a culture of safeguarding	E	Application
How to plan, deliver, monitor and evaluate lessons and learning as part of an overall curriculum (EYFS/ KS1)	E	Application and interview
How to systematically coach staff to improve their practice	E	Application and interview
How to develop, implement and manage inclusion and equalities policies working from evidence	E	Application and reference
Demonstrate the interpersonal skills to manage and maintain complex relationships with many stakeholders	E	reference
The ability to inspire, lead and manage staff	E	Application, interview and reference
Evidence of a thirst for your own professional learning	E	Application, interview and reference
<b>Qualifications and Skills:</b>		
Honours degree QTS	E	Application
Successful and recent teaching experience including previous Senior leadership roles (since 2014)	E	Application
NPQML/ SL / H or equivalent ( eg Masters/ NASENCo/ university accredited units towards masters)	E	Application
Evidence of regular professional reading, research and professional development and the ability to use this to effect change	E	Application, interview and reference

## How to apply

All applicants are expected to visit the school before applying for this post. You will meet the Executive Head and have a socially distanced tour of the school.

If you choose to apply, please do so by completing the application form which accompanies this pack. Your personal statement should be no more than 2 sides of A4, font size no smaller than pt 11. **CVs in any form are not accepted.**

Your full application can either be returned by post to Ms Paula Smart at Moss Hall Infant School, Moss Hall Grove, London N12 8PE or by email to Paula Smart via [office@mhi.org.uk](mailto:office@mhi.org.uk)

**Visits:** Socially distanced visits should be booked by calling to speak to Ms Paula Smart on any of the following tours 22.4.21 @ 9.30-10.30; 23.4.21 @ 1.15-2.15; 27.4.21 @ 1.15-2.15; 30.4.21 @ 1.15-2.15

**Closing date:** 3<sup>rd</sup> May 2021 5pm (*we are aware this is a bank holiday*)

**Shortlisting:** 4<sup>th</sup> May 2021

**Interviews:** Between 6<sup>th</sup> and 7<sup>th</sup> May 2021. Interviews will be in person, split over 2 days

**Start date:** 1<sup>st</sup> September 2021

Previous applicants should not apply.

## Characteristics of the school

Age range	4-7	# of EHCP	2 children
School type	Maintained	# of SEN support	43 children
Number of children	347	Number of staff	47 (incl part-time)
Classes in each year	4	Teachers	20.5 (some p/t)
% of pupils eligible for PPG	11%	TAs	14 (some p/t)
Attendance	97.43%	Other	12.5 (incl office & MTS)

## 2019 Data

EYFS GLD	72.5%	
Y1 Phonics	80%	
KS1 Reading	83% EXS	37%GDS
KS1 Writing	75% EXS	19% GDS
KS1 Maths	82% EXS	29% GDS