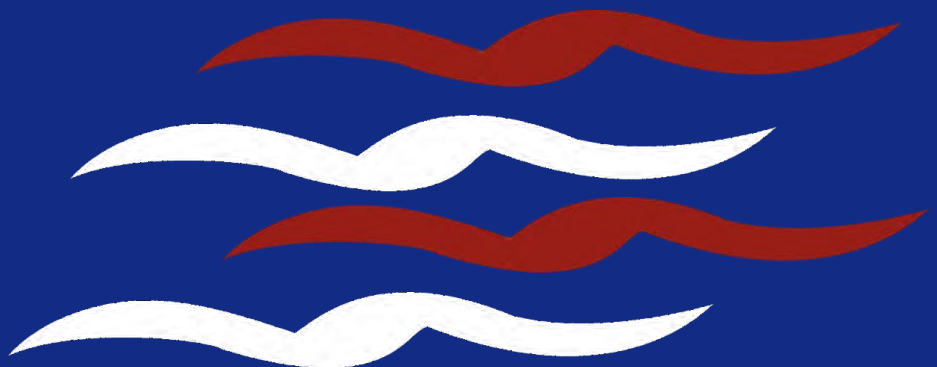




# HEADTEACHER

## Candidate Information Pack





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# WELCOME



Dear Applicant,

Thank you for your interest in the role of Headteacher at Edward Pauling Primary School. We are looking to appoint our Headteacher with effect from September 2025.

Edward Pauling Primary School is a friendly, inclusive, two-form entry school and nursery serving a diverse and multi-cultural community. Together with the pupils and parents, we are very proud of our school as well as the dedicated Senior Leadership Team and our enthusiastic and committed teaching and support staff team.

We are looking for a candidate who will build upon the school's vision for all of our pupils to understand the importance of learning to succeed together and to be ready for the next stage in their education.

You will see from the intent that we have for our pupils that we are seeking to develop the whole child and we are continually improving the curriculum and extra-curricular opportunities that we provide for them. This includes supporting our pupils to find and develop their interests and talents, whether this is in sport, the art, or music.

We are seeking an outstanding individual who shares our commitment to a caring ethos, professionalism, and high standards of academic achievement for every one of our pupils, and who will go the extra mile to help them achieve excellence. If you believe you are the individual who can lead our school, I invite you to join us on our journey to build on current successes.

We hope that you will find the information in this pack helpful in understanding the context of our school. In addition, we welcome visits to the school and would be pleased to give you a tour.

We would strongly encourage you to visit the school to see for yourself what makes it so special and school visits can be booked at any point before applications close. To arrange an appointment, please contact Agneta Sinickaite, School Business Manager by emailing: [finance@edwardpauling.hounslow.sch.uk](mailto:finance@edwardpauling.hounslow.sch.uk) or by contacting the school office.

Please look carefully at the job description and person specification for the post. Your personal statement must relate to the specification and be personalised to meet the priorities of our school. The closing date for receipt of applications is **31<sup>st</sup> January 2025 at Midday**. Interviews will be held on **26<sup>th</sup> February 2025**.

We would like to thank you again for your interest in the post and look forward to receiving your application.

Yours faithfully

Paul Bebey  
**Chair of Governors**

Peter Tyndale  
**Vice-Chair of Governors**

Dear Applicant,

Thank you for your interest in this role at Edward Pauling Primary School. This information pack should give you a flavour of our school, although, to gain a clear understanding of the school and its community, you should arrange to visit during the school day. We look forward to your visit so that you can make the decision about whether this is the right school for you.

Edward Pauling is a rewarding school to work at: we have a committed and collaborative staff team, who work together to support all learners, and to challenge them to be the best that they can be. We want all of our learners to have a positive experience of primary school and the systems that we have in place for learning and pastoral care help us to achieve this. As our pupils are drawn from a diverse community, we have the benefit of sharing different faiths, cultures and experiences. We work hard to help pupils to grow and develop, overcoming any barriers they may have, both in terms of learning and socially.

Over the past year, we have undertaken a full review of the school's curriculum, supporting staff to be more confident in presenting substantive and disciplinary knowledge to pupils in ways that mean they will be able to recall prior knowledge and make links with new concepts. The school uses a number of schemes to support with this and these have been chosen to address gaps identified for our pupils from data. Staff have welcomed this. The school has a mix of more experienced teaching and support staff and those who have just completed their induction.

Edward Pauling is a member of the Hounslow Education Partnership which is a group founded by schools across Hounslow to provide the sharing of good practice and strong networks that operate across the borough including termly subject leader networks and professional development. We also participate in Peer Challenge as part of HEP which supports school improvement. The school also works with other schools across the local authority on cross moderation.

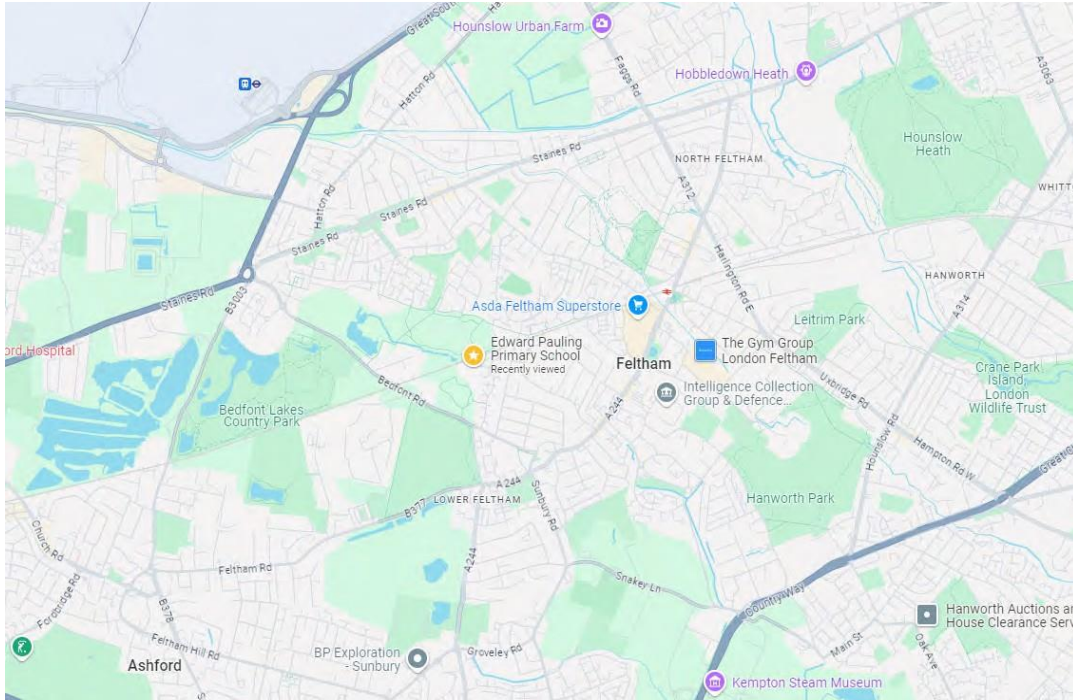
I have thoroughly enjoyed my time at Edward Pauling: it has been my pleasure to work with and to get to know many families who are part of our community, as well as to watch the pupils in our care grow and find their interests in life.

Whilst each day was different and presents its own challenges, our pupils and families appreciate the school and the dedicated and caring staff team.

Kind regards



Felicity Sulma  
Headteacher (retired)



## About Us

Edward Pauling Primary School is an established two-form entry, maintained school situated in Lower Feltham on the borders of Hounslow, Surrey and Richmond. It is situated close to main transport routes from Feltham and Hatton Cross Stations as well as the M3 and M4 and is well-served by bus routes. Parking is also available.

The school was built in 1995 and has a large playing field and leafy grounds. The community we serve comes from the immediate surrounding area from Feltham and over the railway bridge towards Bedfont. The community is drawn from a wide range of ethnic groups and our pupils' wide range of cultures and experiences make this a rich and diverse school to lead.

We have pupils who are keen to learn and succeed in their learning and enjoy positive relationships with our pupils and their families.

We urge you to come and visit us and see for yourself how special our school really is!





## Our Vision for Edward Pauling Primary School

At Edward Pauling Primary School, we believe that children thrive in an environment in which they are happy, challenged and secure. By providing this environment, we support every child to achieve the best outcomes possible and, by “Learning to Succeed Together”, be part of a strong community of life-long learners. Our school rules (“Show respect and good manners at all times”, “Care for everyone and everything” and “Follow instructions with thought and care”) guide all members of the school community to work together to attain the outcomes that we seek and to develop learners that are active, critical thinkers, resilient, independent, creative and proud of what they have achieved.

***At Edward Pauling Primary, our curriculum has been developed with a clear intent to ensure that, by the time they leave us, all our pupils are:***

**S – Skilled: Reading, writing and maths**

⌚ We will ensure that all pupils have learned and are able to apply the fundamental skills of reading, writing and mathematics across all areas of learning.

**C – Creative and Critical Thinkers**

⌚ We will provide opportunities for pupils to develop their creativity, critical thinking skills and imagination.

**H – Healthy and active**

⌚ We will encourage understanding of the importance of being active and healthy both physically and mentally.

**O – Overcomers of challenge through Resilience**

⌚ We will develop pupils’ independent learning skills and develop resilience, to equip them for their next stage of learning.

**O – On-board through behaviours and attitudes**

⌚ We will promote positive behaviour and safety for all pupils.

**L – Lover of learning through individual strengths**

⌚ We will instil a love of learning inspired by quality teaching, nurturing and developing individual strengths and talents.

**B – Broad and balanced learners through our curriculum and its high expectations**

⌚ We will provide a broad and balanced curriculum that meets the needs of all our pupils, setting high expectations for all groups to achieve.

**A – Able readers who do it for enjoyment**

⌚ We will cultivate a passion for reading for enjoyment in our pupils.

**G – Growth-minded through SMSC**

⌚ We will support pupils’ spiritual, moral, social and cultural development so that they become responsible and caring members of the community.



# WHAT WE THINK



I feel like I make a difference to the pupils. I find everyone helpful and part of a team. I feel valued.

*Teacher*

I like the classrooms, displays and technology because of how it helps me with my learning.

*Pupil*

My child really likes both Breakfast and Ted's clubs. She says that they do a lot of activities in both clubs, and she always bring home a drawing or something like a hand-made piece of jewellery.

*Parent*

I like the teachers and the help that I get when I'm struggling. That helps me to get it right.

*Pupil*

**EDWARD PAULING**  
Primary School  
*Learning to succeed together*

My team are supportive, and we always find the positive in everything.

*Phase Lead*

Thank you for all your support for me and my children: they wouldn't be where they are today without this.

*Parent*

We like the activities in lessons that are fun, but they help us to learn. Teachers always help if you're not sure what to do.

*Pupils*

I have found the school to be extremely supportive, to me and my young person. They have high expectations of behaviour and have kept me informed where necessary. When I have asked for support or if it is possible to speak to a member of staff, this has been made possible and time is taken for my young person too.

*Parent*

## Key Information

School Type	Primary School	School Status	Community
Location	Feltham	Local Authority	London Borough of Hounslow
Denomination	Non-Denominational	Age Range	3-11
Co-educational or Single Sex	Co-Educational	Number of Teaching Staff	19 (+1 UQT training)
Pupils on Roll	430	% of Pupils Eligible for FSM	19%
% of Pupils with EAL	54%	% of Pupils with SEND	16%
Nursery	Yes	Average Class Size	30
SCHOOL RESULTS 2023			
Key Stage 2	Reading	Writing	Mathematics
Expected Standard	72%	85%	65%
Above Expected Standard	28%	17%	22%





# HEADTEACHER JOB ADVERTISEMENT



## Headteacher

**School Size: Group 3**

**Start Date: September 2025**

**L18 - L24\* £79,630 to £90,694 per annum (Outer London Leadership Pay Scale):**

Edward Pauling Primary School is a two-form entry, maintained primary school, situated in Feltham and close to the borders with the county of Surrey and Richmond borough. Pupils are drawn from the area around the school and come from a wide range of social, cultural and economic backgrounds, forming a diverse and vibrant school community. Our parents and carers want their children to become successful learners and members of the community.

Due to the retirement of the current Headteacher, we are seeking an ambitious leader who will build on the current successes and vision for our pupils to take the school into its next chapter. The successful candidate will:

- Have high expectations of pupils, their achievements and behaviour.
- Demonstrate a proven commitment to inclusive education which addresses the needs of all the learners within our diverse school community.
- Have a clear vision for the future of our school and be able to implement, refine and shape these, managing change successfully.
- Be able to manage, inspire, encourage and empower a committed and hard-working staff, to achieve and maintain excellent practice.
- Be an excellent communicator to a wide range of audiences, committed to work with our pupils and their families.

What we offer:

- A welcoming environment where our pupils enjoy learning together.
- Hardworking and committed staff who want the best for pupils.
- Development opportunities within the Hounslow Education Partnership
- Positive relationships with families who value the school and its support.

At Edward Pauling Primary School, we want all our pupils to learn to succeed together, so if you believe that you are the person who can lead us on our continuing path of success, and develop opportunities to grow our school community, we welcome your application.

If you would like to find out more about this post, including the job description and person specification, please view the Candidate Information Pack. We would also strongly encourage all potential applicants to visit the school by contacting the School Business Manager, Ms Sinickaite on 0208 831 0841 or by emailing: [finance@edwardpauling.hounslow.sch.uk](mailto:finance@edwardpauling.hounslow.sch.uk).

**SCHOOL VISITS: Up to the closing date**

**CLOSING DATE: 31<sup>st</sup> January 2025 Midday**

**INTERVIEW DATE: 26<sup>th</sup> February 2025**

CVs will not be accepted. **Your completed application and personal statement must address the person specification and be sent to Ms Yvette Mayers, Strategic People Lead for Schools and Children's and Adult Services via [Yvette.Mayers@hounslow.gov.uk](mailto:Yvette.Mayers@hounslow.gov.uk)**

Edward Pauling 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 subject to an enhanced DBS check and satisfactory references.

We are an equal opportunities employer.



# HEADTEACHER JOB DESCRIPTION

## ACCOUNTABILITY

**Responsible to:** The Governing Board of the School

The appointment is subject to the current conditions of employment for Headteachers contained in the current School Teachers' Pay and Conditions Document. This job description is based on the *National Standards of Excellence for Headteachers (2020)*. The Standards embody three key principles, namely that the work of Headteachers should be: learning-centred, focused on leadership, and reflect the highest possible professional standards. Headteachers should also model, for the pupils and staff, the values, vision and ethos of the school.

## STATEMENT OF PURPOSE


To provide professional leadership for the school that builds on its success and improvement, ensuring high quality education for all its pupils in a happy and vibrant school and continually improving standards of learning and achievement for all pupils.

## KEY RESPONSIBILITIES

### ***Shaping the Future***

1. Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
2. Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
3. Demonstrate the vision and values in everyday work and practice.
4. Motivate and work with others to create a shared culture and positive climate.
5. Ensure creativity, innovation and the use of appropriate new techniques and technologies to achieve learning excellence.
6. Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

### ***Leading Teaching and Learning***

1. Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor the progress of every child's learning and set challenging targets year on year.
  2. Ensure that learning is at the centre of strategic planning and resource management.
  3. Establish creative, responsive and effective approaches to learning and teaching.
  4. Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
  5. Implement strategies which secure high standards of behaviour and attendance.
  6. Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- 

7. Monitor, evaluate and review classroom practice and promotes improvement strategies.
8. Develop middle and senior leaders to support school improvement and develop a sustainable school.
9. Challenge under-performance at all levels and ensure effective corrective action and follow up.

### ***Developing Self and Working with Others***

1. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
2. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
3. Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
4. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
5. Ensure that there is clear delegation of tasks and responsibilities.
6. Continue school external partnership working by being a proactive and committed member of HEP.
7. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
8. Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
9. Regularly review practice, set personal targets and take responsibility for personal development.
10. Manage own workload and that of others to allow an appropriate work/life balance.

### ***Managing the Organisation***

1. Create an organisational structure, which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
3. Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
4. Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
5. Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
6. Implement successful performance management processes with all staff.
7. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
8. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
9. Use and integrate a range of technologies effectively and efficiently to manage the school.



## **Securing Accountability**

1. Fulfil commitments arising from contractual accountability to the Governing Board.
2. Develop a school ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
4. Work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities.
5. Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and carers.
6. Reflect on personal contribution to school achievements and take account of feedback from others.

## **Strengthening Community**

1. Build a school culture and curriculum, which takes account of the richness and diversity of the school community.
2. Create and promote positive strategies for challenging racial and any other prejudice.
3. Ensure that learning experiences for pupils are linked into and integrated with the wider community.
4. Ensure that there are a range of community-based learning experiences.
5. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
6. Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
7. Contribute to the development of the wider education system by sharing effective practice and promoting innovation and partnership work.

## **Safeguarding**

1. Responsible for promoting the welfare of all children and young people.
2. Keep up to date with all areas of Safeguarding responsibilities across the school.
3. Co-operate and work with relevant agencies to protect children.
4. Create an organisational culture which prioritises and monitors the safeguarding of children and young people.
5. Ensure that all paperwork and electronically held records are kept up-to-date and secure.
6. To be the school's Designated Safeguarding Lead

**This job description may be amended at any time after discussion with the Governing Board.**

**Edward Pauling 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. We follow safer recruitment procedures.**

# HEADTEACHER PERSON SPECIFICATION



## QUALIFICATIONS

- UK Qualified Teacher Status
- A record of recent and relevant in-service and external training including safeguarding
- Successfully completed or part way through National Professional Qualification for Headship (NPQH) and any evidence of successful postgraduate study (e.g. MA in Education), if held
- A record of recent and relevant in-service and external training including safeguarding

## EXPERIENCE

- Proven successful recent senior leadership experience within primary education as a Headteacher or Deputy.
- Substantial and varied teaching experience across the primary age range.
- Experience of working within a diverse community and continuing to embed equality and diversity principles into the hidden and visible aspects of school life.
- Experience of working effectively with the school community and external partners, including other school leaders and their institutions.

## QUALITIES & KNOWLEDGE

- Knowledge of what makes good and outstanding teaching.
- Knowledge of how to develop and monitor teaching and learning to improve the quality.
- A proven track record of the ability to raise the academic and personal achievement for all groups of pupils.
- A developed understanding of both the strategic role of the headteacher and the importance of having a substantial presence in the daily life of the school.
- An up-to-date understanding of national policy, curriculum developments and the statutory and legal framework within which a school operates, including the Ofsted frameworks.
- Deal successfully with situations that may include change and/or conflict resolution.
- Ensure inclusion, diversity and access through effective strategies.
- Communicate effectively in writing and orally.

## PUPILS & STAFF

- An ability to manage, inspire, encourage and empower staff.
- An ability to demonstrate strong and effective leadership and management.
- An ability to identify and promote excellence and challenge poor performance across the school.

- Demonstrate a commitment to providing choice and flexibility in learning to meet the needs of every child and to ensure that every child achieves their potential.
- Understand the relationship between managing performance, CPD and sustained school improvement.
- Demonstrate the ability to analyse and monitor assessment data to identify needs and trends in order to promote appropriate levels of challenge to all pupils.
- An ability to identify potential in both pupils and staff and to be insistent on their success as outstanding students and teachers.
- Demonstrate a proven commitment to inclusive education which addresses the needs of all the learners within our diverse school community.

## MANAGING THE ORGANISATION

- Evidence of a commitment to sustaining and developing a safe, secure and healthy school environment, in accordance with Child Protection and Safeguarding legislation.
- Understand fully what is required to lead a school efficiently, effectively and transparently for all, and understanding the importance of active challenge from governors and external agencies.
- Able to manage the financial and human resources effectively and efficiently to achieve the school's goals and priorities.
- An understanding of managing finance efficiently in accordance with benchmarking, financial management and best value principles.

## SECURING ACCOUNTABILITY

- Have a commitment to the use of outcomes from regular self-review and following and developing a high impact School Development Plan in order to develop the school.
- Is committed to individual, team and whole school accountability for pupil learning outcomes.
- Is able to manage the financial and human resources effectively and efficiently to achieve the school's goals and priorities.
- An understanding of managing finance efficiently in accordance with benchmarking, financial management and best value principles



**Edward Pauling Primary School**  
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