



HEADTEACHER RECRUITMENT PACK

January 2025

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Contact us

The Orchard Primary School
Orchard Road, Hounslow TW4 5JW
Telephone: 0208 570 6247
Fax: 0208 577 0563
Email: office@tops.hounslow.sch.uk

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ABOUT THE ORCHARD PRIMARY SCHOOL



Orchard is a primary school for boys and girls in the age range 3 – 11 years. The school was originally opened in 1973 and is called 'Orchard' as the site was once used for growing fruit trees. In 2008 the Orchard Infant and Nursery School was amalgamated with the Orchard Junior School to form The Orchard Primary School. It is a large, welcoming school which is situated in pleasant surroundings with a variety of trees and shrubs, a large grassy field, and environmental areas. The Nursery, Reception, Key Stage 1 and Key Stage 2 children all have their own play areas and share the playing field.

We believe that every child is unique, and we are committed to ensuring that every child achieves their full potential.

Our team of experienced and qualified teachers are passionate about educating children and are dedicated to helping every student reach their full potential. We provide a broad and balanced curriculum that is designed to challenge and engage young learners, teaching them the essential skills they need to succeed in life. Our curriculum includes a range of subjects such as English, Mathematics, Science, History, Geography, Art, Music, Physical Education and Modern Foreign Languages. We believe in educating children in a holistic manner and strive to develop well-rounded individuals who are not only academically strong but also have excellent social skills, self-confidence and a sense of responsibility. We encourage our students to participate in various extracurricular activities that are designed to enhance their creativity, teamwork and leadership skills.

If you would like to know more about the school, please have a look at our website via [Orchard Primary School Hounslow](#) where you will be able to learn more about the school, our academic and pastoral ethos, our creative curriculum and the range of extra-curricular activities. To have first-hand experience of the wonderful learning taking place and to get a true feeling of the school, we urge you to organise a tour of the school by contacting the school office.



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LETTER FROM THE CHAIR OF GOVERNORS

Dear Applicant,

Thank you for expressing an interest in the position of Headteacher at The Orchard Primary School. We are looking for our next inspirational and committed leader who can recognise and build upon the many strengths of our school while ensuring a drive for continuous improvement. A visit to the school is highly recommended, so that you can see first-hand what we are about.

To provide some background, The Orchard Primary School is a large, three form entry school with a 50-place nursery.

We provide a warm, welcoming environment where the value, respect and self-esteem of individuals is promoted through our commitment to equality of opportunity. We have high expectations for every member of our school community. Partnership between all members of the school community is fundamental to achieving all we believe in.

The staff team and governing board are committed and driven to ensure that the children's well-being is essential to the school's values and emphasis is placed on nurturing the whole child within a safe environment. Our aim is happy, healthy children who are clear about what is expected of them, including the expectations for behaviour in school, as well as how to succeed and achieve. We aspire to all our children being an Orchard Child - healthy, confident and mature, positive, articulate, independent, co-operative, enthusiastic, a responsible citizen and respectful of others.

We are looking for a headteacher who is dynamic, thoughtful, reflective, and kind – someone who wants to understand how children of all ages learn and develop a love of learning.

Our new Headteacher will:

- Have excellent and inspirational leadership skills.
- Build trust to ensure all stakeholders are engaged in a positive way.
- Embrace the splendid features of our school and the challenge of moving us forward.
- Demonstrate enthusiasm at the prospect of working at The Orchard Primary School.
- A determination for all children to achieve their full academic potential.


We as a governing board strive to support the Headteacher and school leaders to implement their agenda to achieve the school's aims.

These are challenging times for all school leaders, therefore we are seeking someone who has an excellent understanding of educational trends as well as the current context of schools and challenges they face.

We look forward to receiving your application and to learn what you can offer our pupils, staff, parents governors and the wider school community.

Yours sincerely

Clare Temple
Chair of the Governing Board



The school has high expectations for pupils' achievement, including for children in the early years.
Ofsted December 2023

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LETTER FROM THE HEADTEACHER

Dear Applicant,

I am delighted that you are considering the opportunity to become the next Headteacher of The Orchard Primary School. As I prepare to retire, I welcome the opportunity to hand over to someone who shares a passion and commitment to providing the very best education for our children whilst building on all that is excellent and ensures the school continues to improve. 'The Orchard Child' underpins everything we do, and we aim to have children who are: confident, positive, enthusiastic, articulate, independent, cooperative, responsible, respectful, healthy and resilient. These qualities are reflected in all aspects of school life at Orchard.

The school has an excellent reputation in the community, and this is reflected in our pupils, who are polite, respectful and eager to learn. We have a stable and highly skilled staff who work together to uphold our high expectations and standards. We are supported by wonderful parents and an experienced governing body.

The Orchard Primary School works collaboratively with the other Hounslow schools to provide professional development opportunities for staff and exciting opportunities for pupils through joint events. The school is also a member of HEP (Hounslow Education Partnership) which supports a strong network of head teachers, providing professional development for all staff and a range of effective school improvement strategies.

If you decide to apply, you will be very well supported by an experienced senior leadership team as well as a hardworking and committed staff.

I look forward to welcoming you to Orchard Primary School to experience our wonderful school during the school day, should you decide to apply for the role. Appointments can be made through the school office, and I will be delighted to take you on a tour.

Best wishes,

Christine Haslam
Headteacher



Leaders **make sure that their aspirational vision for the 'Orchard child' becomes a reality. Pupils try hard to realise this goal, including children in the early years.**
Ofsted December 2023

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ETHOS AND VALUES

Our School will provide a warm, welcoming environment where the value, respect and self-esteem of individuals is promoted through our commitment to equality of opportunity. The whole school community will ensure that the environment will be stimulating and conducive to learning.

There will be clear expectations of behaviour and our aim is for every child to reach their full potential in learning and behaviour through quality provision and differentiated activities. To facilitate this there will be a variety of appropriate resources, teaching styles and experiences.

Partnership between all members of the school community is fundamental to achieving all we believe in.

At Orchard Primary School our aims are to:

- Ensure all our children make significant progress in knowledge, understanding and skills; in attitudes and values; as social citizens and as lifelong learners.
- Ensure that our school is safe and welcoming.
- Provide a rich and stimulating curriculum which enables children to fulfil their potential.
- Demonstrate respect and understanding of people's ethnic background, linguistic differences, gender, religion, age, sexuality and ability.
- Work in partnership with all those in the community who can make our school a success.
- Provide a supportive working environment where all staff are valued and encouraged to develop.
- Have happy, healthy children who are clear about what is expected of them including the expectations for behaviour in school as well as how to succeed and achieve.



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THE ORCHARD CHILD

We recognise that all children are individuals with particular skills, talents and interests. As well as enjoying academic success we believe all children who leave The Orchard Primary School should be:



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KEY SCHOOL DATA

Type of school	Primary
Provision	Nursery to Year 6
Location	London Borough of Hounslow
Type of establishment	State Maintained Community School
Co-ed. or single sex	Co-educational
Budget	2024/25: £3,317,675 (Delegated) + £640,822.3
Last Ofsted inspection	December 2024 – GOOD
School Awards	Sports Mark - Gold. Healthy Schools Mark - Gold
Total Staff	85
Number of teachers	30
Number of TAs	21 (+13 LSAs)
Number of children	654
Average class size	28 (+ 50 Nursery children)
Overall attendance	92.4%
% of pupils eligible for free school meals	16.4%
% of pupils on SEND support	17%
% of pupils with EHCP or statement of SEN	1%
% of pupils with EAL	61%
Number of previously Looked After Children	1

DATA – 2023/24												
EYFS	GLD	Listening & Attention		SPEAKING		GROSS MOTOR		FINE MOTOR		READING (COMP)	WRITING	MATHS (NUMBER)
	67%	74%		73%		85%		80%		71%	68%	81%
KS1	YR1 PHONICS	YR2 PHONICS				YR2 RWM	YR2 READING	YR2 WRITING		YR2 MATHS		
Exp+	85%	54%				69%	73%	56%		74%		
GD						6%	36%	10%		29%		
KS2	RWM		READING		WRITING		MATHS		GPS			
	SCH	NAT	SCH	NAT	SCH	NAT	SCH	NAT	NAT	SCH		
Exp+	59%	61%	74%	74%	75%		79%	73%	89%	72%		
GD												

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JOB ADVERT



HEADTEACHER

Start date: September 2025

Salary: L19 - L25 £81,508 - £93,779 (Outer London)

Do you want to be part of a stimulating, nurturing, diverse and caring school? If so, our ideal candidate will provide strong, visionary leadership, be an advocate for the school and recognise the strengths and needs of our diverse community.

The Governing Board of The Orchard Primary School is seeking to appoint an inspirational new Headteacher to lead the school, which was rated 'Good' at its last Ofsted inspection in 2023.

You will have experience of working collaboratively with governors, staff, parents and pupils to develop and sustain a self-improving school.

This is an exciting opportunity for a hard-working and dynamic Headteacher who is reflective, caring, thoughtful and keen to make a real and lasting impact in a good school that has the potential to be outstanding.

You will lead a staff team that is committed to the best educational standards and the needs of our children, supported by a proactive governing body. Our school has great facilities including an extensive sports field.

If you are passionate about education and are seeking an exciting career opportunity, The Orchard Primary School would welcome your application and will offer you an enriching and rewarding Headship.

Governors would welcome applications from either current Headteachers looking to take their career to the next level or aspiring Deputy Headteachers looking to take the next step in their career.

Visits to the school are strongly encouraged. Please contact the school office to arrange a mutually convenient time when the current Headteacher and the Chair of the Governing Board will take you on a tour of the school and answer any questions you may have.

Closing date for applications: Monday 3rd February 2025 (Midday)

Recruitment Day: Thursday 13th February 2025

Completed applications should be forwarded to yvette.mayers@hounslow.gov.uk

The Orchard 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. An enhanced DBS check, satisfactory references and a check against the barred list for children is required for this post.

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Job Description: Headteacher

The Headteacher will be responsible to the school's Governing Board.

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 (2015).

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.

The Headteacher will uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these principles form the basis of the ethical standards expected of public office holders.

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 Learning and Teaching

- 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 underperformance 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 the C8 partnership and 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 schools Designated Safeguarding Lead.



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Person Specification: Headteacher

Key Criteria

Qualifications & Experience

UK Qualified Teacher Status

Proven successful recent senior leadership experience within primary education as a Headteacher or Deputy

Evidence of a commitment to your own continuous professional development and the successful completion of Postgraduate study (e.g., NPQH, MA in Education), if held

A record of recent and relevant in-service and external training including safeguarding

Substantial and varied teaching experience across the primary age range

Experience of working within a diverse community

Experience of working effectively with the school community and external partners, including other school leaders and their institutions

Qualities & Knowledge

Knowledge of what constitutes 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 of all pupils

To have a developed understanding of both the strategic role of the Headteacher and the importance of being 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 framework

Pupils and Staff

Is able to manage, inspire, encourage and empower staff

Is able to demonstrate strong and effective leadership and management skills

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 his/her potential

Understands about the relationship between managing performance, CPD and sustained School improvement

Ability to analyse and monitor assessment data to identify needs and trends in order to promote appropriate levels of challenge to all pupils

The ability to identify potential in both pupils and staff and to be insistent on their success as outstanding students and teachers

A proven commitment to inclusive education which addresses the needs of all the learners in a diverse 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

To 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

Is able to manage the financial and human resources effectively and efficiently to achieve the school's educational 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 and peer review to develop a high impact School Development Plan

Is committed to individual, team and whole school accountability for pupil learning outcomes.

Strengthening the Community:

Has a commitment to partnership with parents and the community to realise the distinctive vision and values of the school

Has a commitment to collaboration and networking with other schools to improve outcomes;

Has empathy towards and an understanding of a multicultural, diverse community such as ours and how it is an asset to the school

The school supports my child's wider personal development.
Parent View 2023

The school has high expectations for my child.
Parent View 2023

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