



**INSPIRE - NURTURE - FLOURISH**



**HEADTEACHER RECRUITMENT PACK**

**January 2025**

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## Contact us

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# ABOUT BELMONT PRIMARY SCHOOL



Belmont Primary School is a two-form entry state maintained primary school, situated in the heart of Chiswick, near Chiswick Park and Turnham Green tube stations with excellent transport links and easy access to the M4.

Belmont has proudly served generations of children from the Chiswick area for over one hundred years and is firmly embedded in the local community. Ofsted rated 'Good' at our last inspection in 2022. The school enjoys a reputation for consistently high standards of academic progress and attainment, an engaging curriculum, care and support for individuals and the range of opportunities offered to our children within and beyond the curriculum.

The families who attend Belmont all share our aims to provide a balanced, creative education in a stimulating, safe environment through which children maximise their talents and abilities, develop a sense of pride in their achievements and feel happy, confident and secure.

At Belmont, the children are at the heart of everything we do. As a school community of dedicated staff and supportive parents/carers and governors we all work together to ensure every child achieves their full potential through an education that is enjoyable, challenging and valuable. We believe in educating the whole child and preparing him or her to take an active role as a local, national and global citizen.

Ultimately at Belmont, we want our children to be active learners and well-rounded individuals, able to rise confidently to new challenges and make good use of their talents as they move through life.

If you would like to know more about the school, please have a look at our website via <https://belmontprimaryschool.org.uk/> 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

On behalf of the Governing Board, I'd like to thank you for considering the opportunity to become the next Headteacher of Belmont Primary School.

I have been a Governor at Belmont Primary School for almost eight years and Chair since 2020. I have had the privilege of serving throughout our current Headteacher's tenure, and have seen the impact of her passion, dedication and expertise on our staff, our parent and carer community, and most importantly, our children. We are extremely proud of her legacy as she prepares to retire.

As governors, we are very clear about our desire to appoint a Headteacher with the right skills, experience, vision and values to take our school forward. We want our new Headteacher to:

- put children at the centre of everything they do.
- be a strong, approachable leader who cares deeply about the development and well-being of staff.
- be able to manage relationships with parents and carers, working supportively in the best interest of the children whilst maintaining authority as Headteacher.
- be passionate and knowledgeable about the pursuit of excellence in teaching and learning.
- have a safeguarding mindset as the foundation to everything they do.
- be committed to diversity and inclusion in all aspects of the school's life.
- build strong relationships with other schools in the local area and beyond, sharing best practices for mutual benefit.
- be financially diligent, working with the School Business Manager and Governing Board to ensure the school remains financially stable.
- build on the school's current strengths and ensure we continue to improve.
- embrace the opportunities and challenges offered in a leading state maintained primary school.

Our Governing Board is highly engaged, reflecting a diverse mix of parents, staff and members of the community from all walks of life, and we are keen to support you. We are clear that our work is strategic, and that the day-to-day operation of the school is your area of responsibility.

We would strongly encourage you to visit the school during the school day to see the pupils and staff at work as this will give you the best insight into life at Belmont. Our current Headteacher would be delighted to welcome you and take you on a tour. Appointments can be made through the school office.

We look forward to receiving your application by midday on the closing date of Monday 27<sup>th</sup> January 2025. Interviews for the post will be held in school on Tuesday 11<sup>th</sup> February 2025.

Yours faithfully

Gary Crichlow  
Chair of the Governing Board



Pupils are happy  
at this caring  
school.  
Ofsted Feb 2022

## INSPIRE - NURTURE - FLOURISH

# LETTER FROM THE HEADTEACHER

Dear Applicant,

I am delighted that you are considering the opportunity to become the next Headteacher of Belmont Primary School. It has been an absolute privilege to serve in this role since 2018. 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 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. The school also takes pride in its high-performance data. We are supported by wonderful parents and an experienced and proactive governing body.

The Belmont Way is central to our approach, providing a framework that supports both pupils and staff in achieving their full potential. We are dedicated to cultivating an environment that inspires and energises our pupils, with enrichment opportunities and personal development being a real strength of the school. The school is also an Attachment and Trauma accredited school which reinforces our shared vision of inclusion for all our pupils.

Our bespoke, creative curriculum is led by highly effective and able subject leaders who promote the use of technology to enhance learning. There are also many opportunities for cross curricular teaching and learning.

Belmont is part of the Chiswick Primary West Partnership (PWP) and works collaboratively with the other Chiswick 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 and a highly effective operations team, as well as a hardworking and committed staff.

I look forward to welcoming you to Belmont 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,

Elaine Lacey  
Headteacher

Pupils build their  
knowledge & skills  
effectively across  
all curriculum  
subjects.  
Ofsted Feb 2022

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# VISION AND VALUES

## Our Vision - 'Every Voice is Heard' ...Inspire- Nurture- Flourish

One of our key priorities is to build an even better school based on raising the profile of what really matters with a focus on being a Listening School-'Every Voice is Heard'. Our vision reflects our aim to inspire all children regardless of their background or circumstances, to flourish within a nurturing environment whilst striving for excellence in all that we do.

We believe in children learning knowledge and skills-'knowing more and remembering more' to prepare them for the next stage in their education and life as engaged and successful citizens of the future. To achieve this, our school values: 'Be Safe', 'Be Respectful' and 'Be a Learner' are explored and embedded in all aspects of school life and are the values we feel best equip our pupils to achieve this.

Our unique Belmont Way is embedded in everything we do for both pupils and staff and underlines our commitment to supporting all pupils in their journey to achieve their unique and full potential.

### The Belmont Way!

- All children love learning and are able to make connections using prior knowledge.
- All teachers love teaching and teaching is consistently good or better.
- All pupils to be enthusiastic about learning and develop a positive image of themselves as learners as well as feeling valued and cared for.
- Aim to achieve the highest possible standards across the curriculum.
- High quality presentation/handwriting in books.
- Vibrant displays and exciting learning environments.
- All staff know how to keep children safe and there is high quality pastoral support.
- Effective teamwork/strong relationships built on respect and professionalism.
- A climate that engages, enables, and energises.
- Staff feel supported with managing workload and wellbeing.
- Rich vocabulary and high quality reading texts in all classrooms.
- A commitment to reading for pleasure.
- Positive and consistent behaviour management.

*Our vision is a world where everyone embraces diversity and can thrive.*



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# WHAT OUR SCHOOL COUNCIL IS LOOKING FOR IN THE NEXT HEADTEACHER

Someone who is positive and always cheerful.

A good listener so everyone feels valued.

To have a good impact on the school.

To be always there if you have a problem – someone we can all go to

Someone who respects different religions and cultures.

Someone who leads interesting and fun assemblies.

To be open to new ideas

Someone who will help us with looking after ourselves and keeping us safe.

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## KEY SCHOOL DATA

Type of school	Primary		
Provision	Nursery to Year 6		
Location	Chiswick, London Borough of Hounslow		
Type of establishment	State Maintained Community School		
Co-ed. or single sex	Co-educational		
Budget	Balanced budget		
Last Ofsted inspection	February 2022 'Good'		
School Awards	STARS Gold Level Accreditation, Platinum School Games Award, Eco Schools Green Flag, Bonze Forest School		
Total Staff	61 (including extended school staff)		
Number of teachers	21		
Number of TAs	23		
Number of children	447		
Average class size	30		
Overall attendance	96.9%		
% of pupils eligible for free school meals	11%		
% of pupils on SEND support	12.3%		
% of pupils with EHCP or statement of SEN	2.4%		
% of pupils with EAL	65% with many bi and tri lingual		
Number of previously looked after children	7		
Attainment		National	2024 Expected
	Year 6 Reading	74%	95%
	Year 6 Maths	73%	96%
	Year 6 GPS	72%	93%
	Year 6 Writing	72%	89%
	Year 6 RWM	61%	89%



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# JOB ADVERT



## HEADTEACHER

**Start date: September 2025**

**Salary: Group 3, L19 – L25, £81,508 - £93,779 (Outer London)**

The Governing Board of Belmont Primary School is seeking to appoint a dynamic and inspirational new Headteacher to lead the school, which was rated 'Good' at its last Ofsted inspection. Governors would welcome applications from current Headteachers looking to take their career to the next level and would also welcome applications from experienced and aspirational Deputy Headteachers looking to take that next step in their career.

This is an exciting time to join Belmont as we seek to strive for excellence in everything we do, as we embark on a major redevelopment of our Early Years outdoor learning areas and as we continue to deepen our partnership with other Chiswick primary schools. Our new Headteacher will be supported by a talented and experienced senior leadership team and by a Governing Board committed to the school's continued success.

Our vision for our children is that they be "Inspired to learn within a nurturing community in order to flourish throughout life". This vision is underpinned by our school values which are "Be safe, be respectful, be a learner."

We want our new Headteacher to put children at the centre of everything they do; to be a strong, approachable and supportive leader; to be passionate and knowledgeable about the pursuit of teaching and learning; to build on what is currently excellent and ensure we continue to improve; to embrace the opportunities and challenges offered in a leading state maintained primary school.

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 27<sup>th</sup> January 2025 (Midday)**

**Recruitment Day: Tuesday 11<sup>th</sup> February 2025**

Completed applications should be forwarded to [htrecruitment@belmont.hounslow.sch.uk](mailto:htrecruitment@belmont.hounslow.sch.uk)

If you are passionate about education and are seeking an exciting career opportunity, Belmont Primary School would welcome your application and offers you a rewarding and enriching role as Headteacher.

*Belmont 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

Successfully completed or part way through 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

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 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

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Pupils appreciate  
their teachers &  
they enjoy  
learning.  
Ofsted Feb 2022

My child is happy  
at this school.  
Ofsted Feb 2022

The school  
supports my  
child's wider  
personal  
development.  
Parent View 2022



Write, read and every  
child to read with  
LKS1 Words, Letters  
and Sounds Revised  
Supports CPD targeted by  
Ofsted 2019 - 2020



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