



Southville Primary School

Recruitment Pack

# HEAD TEACHER

Learning today for the world of  
tomorrow



 0208 890 6745

 [southville.hounslow.sch.uk](http://southville.hounslow.sch.uk)

Learning Today for the World of Tomorrow

# CONTENTS

**About Southville Primary School**

**Letter of welcome from the Chair of Governors**

**Letter from the current Headteacher**

**Vision, Values and Ethos**

**Key Data**

**What do staff say about working at Southville Primary School**

**Advert**

**Job Description**

**Person Specification**

## CONTACT US

**Southville Primary School**

Bedfont Lane, Feltham Middlesex, TW14 9NP

phone: 020 8890 6745

email: [office@southville.hounslow.sch.uk](mailto:office@southville.hounslow.sch.uk)

website: [Southville Primary School – Home](#)

# About Southville Primary School



Southville is a popular school, based in Feltham, London Borough of Hounslow. We opened in September 2018 following the amalgamation of Southville Infant and Nursery School and Southville Junior School.

We have up to 720 pupils on role, aged between 3 and 11. It is a very special place that combines a hardworking, determined and aspirational ethos with a happy, friendly and fun atmosphere.

At Southville, we help children to develop into inspiring young people, following our motto that we are learning today for the world of tomorrow.

We're a three-form entry school in Feltham for children aged 3 to 11 and while with us we aim to see every child aspire, succeed and flourish with the best possible foundations for their future.

Through an engaging and well-rounded curriculum, children get many opportunities to develop a love for learning, and there are many extra-curricular opportunities available too!

# Letter of welcome from the Chair of Governors

Dear Applicant

Thank you for your interest in becoming the next Headteacher at Southville Primary School.

We are looking for our next inspirational and committed leader who can recognise and build upon the many strengths of our school and who is fully committed to supporting our children thrive across their lifespan. Our motto 'learning today for the world of tomorrow' drives us forward.

Our children come from a range of diverse backgrounds. This diversity is celebrated and is fundamental to the ethos of our school community where opportunities are provided to enable every child to aspire to be the best they can be and celebrate their individuality within the framework of our shared values.

We are passionate about providing an excellent education for every child whatever their background or individual needs and are committed to developing outstanding teaching and learning. We have high expectations of our children and encourage them to take responsibility for their learning, setting high standards in everything they do. We strive to instill a lifelong love of learning in all our children by offering a rich and varied curriculum that will challenge and engage them and help develop them as creative, confident and expressive individuals. The school was rated Good by Ofsted at our last inspection in January 2023 and we are working hard to continue to raise attainment throughout the school.

Our staff team and experienced Governing Board are committed and driven to ensure that the children's wellbeing is central to the school's values. At Southville, we value nurturing the whole child within a safe environment so they can become thoughtful, caring and responsible members of society. We are genuinely trauma informed and have invested heavily in both our staff and children's emotional wellbeing in and out of the classroom. We fully expect our next Headteacher to have a very good understanding of the importance of emotional regulation and its impact on teaching and learning.

These are challenging times for all school leaders. We are seeking an aspirational and passionate Headteacher who has a good understanding of the current political climate and how this is affecting education and schools such as ours. A head teacher who has the necessary skills and knowledge to take Southville forward in its drive for excellence in all areas, who will appreciate its uniqueness and have the capacity and creativity to add value. A head teacher who understands how to nurture and grow talent across our school - pupils and staff alike, who is resilient and who can lead by example. A Headteacher who is well informed and is strategic in their approach.

Our governing board is committed to finding our next inspirational leader – the current Headteacher has worked hard to ensure the Southville is a happy school, with dedicated, loyal staff and (mostly!) engaged parents. We pride ourselves on the diversity of our governing board and see this as a real strength.

Our expectations are very high for our next head teacher, but in exchange, you will be fully supported by a committed, hardworking, diverse, experienced governing board. As governors, we are involved in school life and our expectation is that we will build on the firm foundations we have built with our current Headteacher to continue to drive the school forward.

As chair I am committed to working with our new Headteacher to ensure our board meetings continue to be lively, informative and fully transparent.

If you are inspired by this opportunity, you are warmly invited to come and see the possibilities for yourself by visiting the school prior to application.

Yours sincerely

Maeve Begley

**Chair of the Governing Board**

The governing body has an accurate understanding of the strengths of the school. It assists leaders in considering how challenges are addressed. Staff are proud to be part of the school. Teachers, many of whom are in the early stages of their teaching career, felt very supported. Workload is manageable and staff well-being is given priority.  
Ofsted January 2023

# Letter from the current Headteacher

Dear Applicant

Thank you for considering the opportunity to become the next Head Teacher of Southville Primary School. After 33 very happy years at Southville, of which 22 years have been as Head Teacher, the time is now right for me 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 good, in order to ensure that the school continues to improve.

We amalgamated Southville Infant School with Southville Junior School in 2018 and we are all very proud of the primary school that we have created – a successful, thriving and diverse community.

We live by and are driven by our shared values of Respect, Resilience, Happiness, Compassion, Integrity and Responsibility. These values were selected following a poll of staff and parents at the time of our amalgamation, and they remain relevant today.

Staff at Southville collaborate and work hard. They are committed to meeting the diverse and sometimes complex needs of our children. They have all had extensive training around meeting additional needs, as well as our trauma informed, relational approach that makes Southville special – one of our USPs! Middle and Senior Leaders are all invested in the school and work conscientiously to deliver what our children need and deserve, and to drive standards. While some days can certainly bring its challenges, Southville is a happy place to learn and to work.

People care about one another, there is a genuine sense of community, and turnover is low. Our children are simply great. They demonstrate resilience and determination in their learning. Many of them face challenges, including economic and social disadvantages, yet they consistently rise to the occasion with enthusiasm and a strong sense of community.

I have always appreciated that Governors at Southville have always managed to get the balance between challenge and support just right. They are available, well informed, committed and passionate about children receiving the best provision possible. They are also an extremely nice bunch of people!

Southville is a member of the Hounslow Education Partnership (HEP) 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.

I look forward to welcoming you to Southville Primary School to experience our 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.

Yours sincerely

Jo Lacey  
**Headteacher**

Leaders identify the needs of pupils and families at the earliest opportunity.  
Ofsted January 2023

# Our Vision, Ethos and Values

## Our Motto

**Learning Today for the World of Tomorrow**

## Our Vision

**Our vision is of a school where children aspire, succeed and flourish, while laying foundations for the best possible pathway to their future.**

## Our Mission

**In order to realise our vision, it is our mission to:**

- **Strive for excellent achievement for all. We will deliver an engaging curriculum through high quality teaching that is inspiring, responsive and skillful.**
- **Ensure that all children are supported to overcome wider barriers to learning. All staff are committed to this.**
- **Provide a calm, safe environment where all children are nurtured, cared for and valued.**
- **Promote a school ethos which is underpinned by our core values of resilience, respect, integrity, responsibility, happiness and compassion – in order to support the development of the whole child and to prepare them for a rapidly changing world. Staff will actively model these values.**
- **Provide a wealth of opportunities and experiences so that children can have fun, embrace childhood and create lifelong memories.**
- **Work in partnership with parents. We will endeavour to provide high quality communication, information, guidance and support.**



**Resilience**

Not giving up and learning from mistakes. Having self-belief to overcome hurdles, now and as a lifelong learner.

**Respect**

Treating others as you would like to be treated. Having regard for the feelings, wishes and rights of others. Having good manners.

**Integrity**

Doing the right thing - even when no-one is watching.

**Responsibility**

Doing your share and taking care of yourself, others and the environment. Being the best that you can be.

**Happiness**

A state of contentment within. Making the most of every day. Spreading joy.

**Compassion**

Helping and being kind to others.



# Key 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	Small surplus		
Last Ofsted inspection	“Good” – January 2023		
Total Staff	85		
Number of teachers	29		
Number of TAs	32		
Other staff	35		
Average class size	29		
Number on roll	656 (inclusive of 49 in Nursery)		
Overall attendance	94%		
% of pupils eligible for pupil premium	35%		
% of pupils on SEND support	30%		
% of pupils with EHCP or statement of SEN	1% (6)		
% of pupils with EAL	63%		
EYFS GLD 2024	69%		
Y1 Phonics screening	81%		
KS2 outcomes 2024		<b>Expected +</b>	<b>GDS</b>
	Reading	84%	34%
	Writing	72%	19%
	Maths	81%	16%
	GPS	76%	27%
	Combined	65%	8%

# What staff say about working at Southville Primary School

Southville is my second family. The support I get from my colleagues is just amazing particularly when I was at a very low point in my life. I learn a lot from the senior leaders I work with and working in making the school an even better place is just the best. The staff are lovely to work with and with support and our ongoing conversations and collegiate embrace change which is quite fulfilling and wonderful to see.

I appreciate the support from other staff, support from SLT, the consistent approach towards behaviour, high levels of pastoral care, the ability to leave early as needed and to choose whether to work at home after school, for example, the flexibility is helpful because the days can be full on in the classroom. I also appreciate that adults in the school work as a team and all adults seem to know each family/child, which really helps. There is a genuine sense of care and camaraderie within the school environment

There is always somebody you can go to for help and support about anything that is needed.

The family feel...it really feels like an environment where everyone is here for the right reasons, with everyone pulling in the same direction to achieve the best possible care for our children.

Everyone is welcoming and friendly. It's lovely walking down the corridor and getting greeted with a good morning by pretty much everyone you pass

The school values reducing workload, SLT are approachable

I value the teamwork that goes into each team...I also appreciate the dedication of the staff to make sure that we are all doing the best for the children. I think the senior management is effective, understanding and efficient. I feel confident approaching any member of the SLT for assistance with any matter and know that I will be listened to. I also appreciate that there is a focus on wellbeing and that the marking policy and planning expectations are manageable.



## Headteacher

**Southville Primary School, Bedfont Lane, Feltham Middlesex, TW14 9NP**

**Start Date: September 2025**

**Salary: L20 – L26 £83,426 - £96,000 (Outer London)**

Southville Primary School promotes the highest standards for all our children, widening their horizons and raising their aspirations, embracing new technologies and initiatives to fully prepare the children for their future in a changing world.

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.

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 individual who is reflective, caring, thoughtful and keen to make a real and lasting impact in a great 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.

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

We would welcome applications from experienced Headteachers as well as Deputies (or equivalent) who will be able to demonstrate excellent leadership, management and communication skills in a substantial school.

We welcome informal visits to the school. Please contact the Headteacher via the school office on 020 8890 6745 to make an appointment. Further information about the school can be found on the school website at [www.southville.hounslow.sch.uk](http://www.southville.hounslow.sch.uk).

Completed applications supported by a statement setting out how you meet the person specification criteria should be forwarded to Yvette Mayers, Strategic People Lead for Schools and Children's Services via [yvette.mayers@hounslow.gov.uk](mailto:yvette.mayers@hounslow.gov.uk). **Applications without a supporting statement will not be considered.**

**Closing date: Monday 24<sup>th</sup> March 2023 at Midday**

**Interviews: Thursday 3<sup>rd</sup> April 2025**

***Our school is proud of its commitment to safeguarding and promoting the welfare of children and expects all staff to share in this commitment. Appointment to this post will be subject to an enhanced DBS disclosure***

# 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 (2020).

## 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. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
7. Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
8. Regularly review practice, set personal targets and take responsibility for personal development.
9. 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.

# 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