



Deputy Headteacher

Robert Blair Primary School and
Children's Centre
Ref: RB/297



Closing Date: 12 Noon, Monday 12th December 2016

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Deputy Headteacher

Salary Grade: Scale L10-14

Actual Salary: £56,083 - £61,084 per annum

Contract: Full Time, Permanent, All year round



We are looking for an enthusiastic, ambitious and innovative practitioner to join our friendly, hardworking school. Our provision includes a language and communication resource base (LCR) for children identified with specific speech, language and communication needs, and children's centre services (with childcare for babies and toddlers).

The new deputy headteacher will have had an excellent track record as a good+ teacher, raising achievement in challenging circumstances. They will be an exemplary role model for staff. They will lead on teaching and learning and assessment. Some upper KS2 group teaching and cover across the school is also part of the role.

We encourage you to visit the school, please call to book a visit on 020 7607 4115 or ask to speak with Michelle Bahn the Head Teacher. To apply, please [click here](#) or apply online at www.islington.gov.uk

If you need any assistance please email the HR Team at:

schoolsrecruitment@islington.gov.uk

quoting reference: RB/297

Closing dates:

12 Noon, Monday 12 December 2016

Interview date:

Thursday 15 December 2016

Robert Blair School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

SALARY GRADE: - L10-14

RESPONSIBLE TO: - Head Teacher

Job Purpose

- To lead by example of good practice, creating and maintaining an environment which promotes and secures high achievement, high standards of behaviour and good or better teaching and learning
- To raise pupils' achievement
- To raise standards of teaching and learning in the classrooms across the whole school to be consistently good or better
- To lead and manage class teachers and subject leaders
- To manage assessment and data collection and analysis throughout the school
- To ensure that there is a high quality curriculum in place which responds to pupils' need
- To promote and support inclusive practice

Leadership and Management

- To work in partnership with the Headteacher to develop the vision and ethos of the school, working closely and liaising with other members of the leadership team
- To lead the development of teaching and learning, supporting subject leaders and class teachers in their work throughout the school
- To ensure strong systems are in place for the smooth day-to-day running of teaching and learning, including timetables, assembly rotas, supply cover, etc.
- To work with the Headteacher to ensure that governors are kept fully informed and to assist and advise them in the discharge of their duties through professional advice and support
- To work with the Headteacher in school self-evaluation and improvement planning, including the appropriate deployment of resources

- To work co-operatively with the staff of the local authority and other external partners as necessary
- To have due regard to your own professional and personal development in line with school priorities
- To support the Headteacher in maintaining and developing high morale and confidence amongst all staff
- To deputise for the Headteacher as required
- To be an exemplar of the highest professional standards
- To undertake other reasonable duties at the request of the Headteacher.

Teaching and Learning

- To be an excellent, effective and efficient teacher to whom others can look to as an example of good or better practice
- To ensure the school curriculum promotes excellence and enjoyment, fits the needs of the pupils and meets the requirements of the National Curriculum
- To lead CPD across the school, ensuring staff are equipped with the necessary skills to fulfil their duties.
- To have a part-time teaching commitment which will vary in length but will be designed to raise standards, coach other teachers and give support and advice
- To support colleagues in ensuring all staff new to the school are appropriately inducted
- To offer the highest level of professional teaching support for colleagues so that the highest educational outcomes are achieved for all children

Assessment

- To ensure rigorous and reliable systems are in place for data collection, storage, analysis and use in order to inform teaching and learning and raise standards

Behaviour

- To work with the Headteacher and School Leaders to develop an orderly learning environment which will enable all members of the school community to achieve the highest levels
- To work with parents/carers and other professionals as necessary in order to promote excellent behaviour for learning across the school

Professional

- To keep-up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings and to participate in national or local arrangements for appraisal of staff performance

Corporate life

- To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils, and supervising pupils before and after school sessions; taking part in fundraising events; being part of the team organising concerts

Cover

- To occasionally supervise, and so far as practicable to teach, any pupils whose teacher is absent.

Equality policies

- To help ensure that subject-matter and learning resources reflect borough and school policies on race and gender equality.

Safeguarding

- To take responsibility for safeguarding and promoting the welfare of children.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever changing challenges which schools face. This job description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstance and demands.

Deputy Headteacher PERSON SPECIFICATION

Post Title: Deputy Headteacher

Grade: L10-L14

Department: Education

School: Robert Blair Primary School

You must demonstrate on your application form that you meet the following essential criteria:

REQUIREMENTS		
QUALIFICATIONS AND EXPERIENCE		
1.	To take responsibility for safeguarding and promoting the welfare of children.	E1
2.	A minimum of 5 years recent successful primary teaching experience, including taking a year 6 class through SATS, preferably in at least one inner city multicultural school.	E2
3.	A proven track record of good+ primary class teaching	E3
4.	Evidence of successful leadership and management (e.g. subject leader or phase manager), which will probably include experience as a senior leader with management of staff; skills in classroom organisation, budget management and administration in a primary school	E4
KNOWLEDGE, SKILLS and ABILITY		
5.	Evidence of raising achievement of pupils in challenging circumstances	E5
6.	Evidence of the ability to raise standards in teaching and learning and sustain improvements	E6
7.	Evidence of the skills and abilities required to coach, advise and support teachers in their planning for areas of responsibility	E7
8.	An understanding of the responsibilities of the Deputy Head with regard to the health, safety and wellbeing of all pupils and staff	E8
9.	A high level of competence in ICT, including the ability to collect, store and analyse assessment data.	E9
10.	Evidence of communicating effectively both orally and in writing, giving clear instructions	E10

11.	Evidence of a clear understanding and the practical implementation of a range of teaching styles and approaches, and of how children learn in the EYFS and at KS1 and 2.	E11
12.	Evidence of a sound understanding of a range of teaching styles and approaches appropriate for inclusive education, incorporating children with a wide range of abilities and from a range of cultural backgrounds.	E12
13.	Evidence of the ability to maintain effective classroom discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school.	E13
14.	Ability to lead staff training to improve teaching and learning	E14
15.	Evidence of high levels of ability as a subject leader	E15
16.	Commitment to work in partnership with the Headteacher and members of the Leadership Team to achieve the vision of the school	E16
17.	Evidence of the personal and intellectual qualities required to tackle underachievement in challenging circumstances, set an example to others and to lead a team	E17
18.	Respect for the views of parents, carers and children, and a commitment to the involvement of these groups in the learning process	E18
19.	Evidence of a commitment to an equalities policy both in service delivery and employment, and an understanding of its effective operation within a school	E19
20.	Evidence of an understanding of a responsibility for safeguarding and promoting the welfare of children	E20

Details of the Selection Process

Application deadline

Completed online application forms must be received by **Monday 12 December 2016**.

- To apply, please [click here](#)
- Alternatively, please go to Islington Council web page www.islington.gov.uk following the link 'search for a job'.

Completing your online application

Candidates are asked to complete all the standard information required on the online application form, and to submit a supporting statement, addressing all of the criteria identified at application stage. Failure to provide information requested may lead to your application being rejected.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 020 7607 4115.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references may be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.

- One reference must be from your present or most current employer.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.



Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.