

# Moss Hall Infant School

## Deputy Headteacher Application Pack



## Contents

- ☐ Headteacher letter
- ☐ Advert
- ☐ Job Description
- ☐ Person Specification





# Moss Hall Infant School

Moss Hall Grove

London

N12 8PE

[office@mhi.org.uk](mailto:office@mhi.org.uk)

[www.mosshallinfantschool.org.uk](http://www.mosshallinfantschool.org.uk)

November 2017

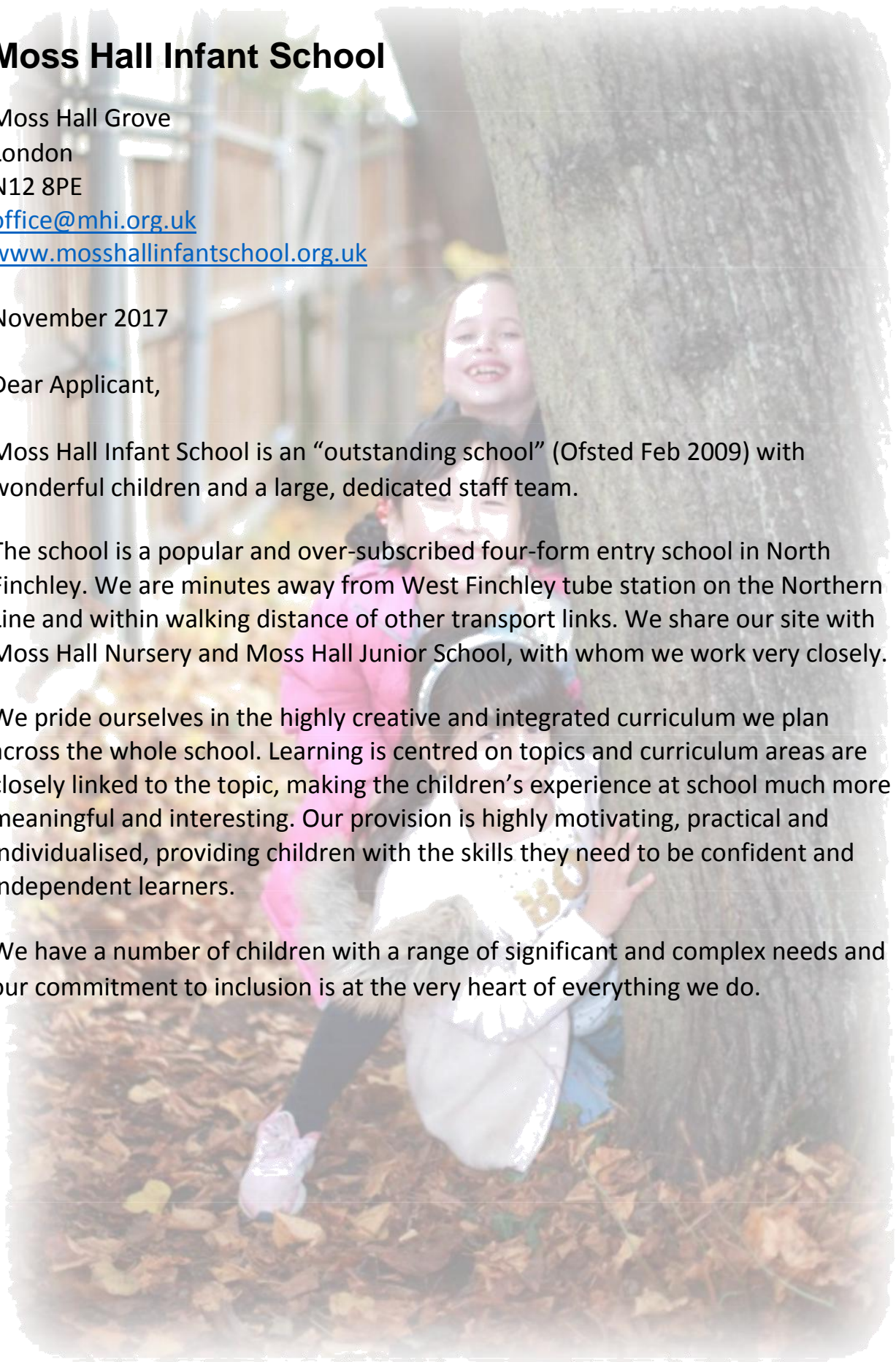
Dear Applicant,

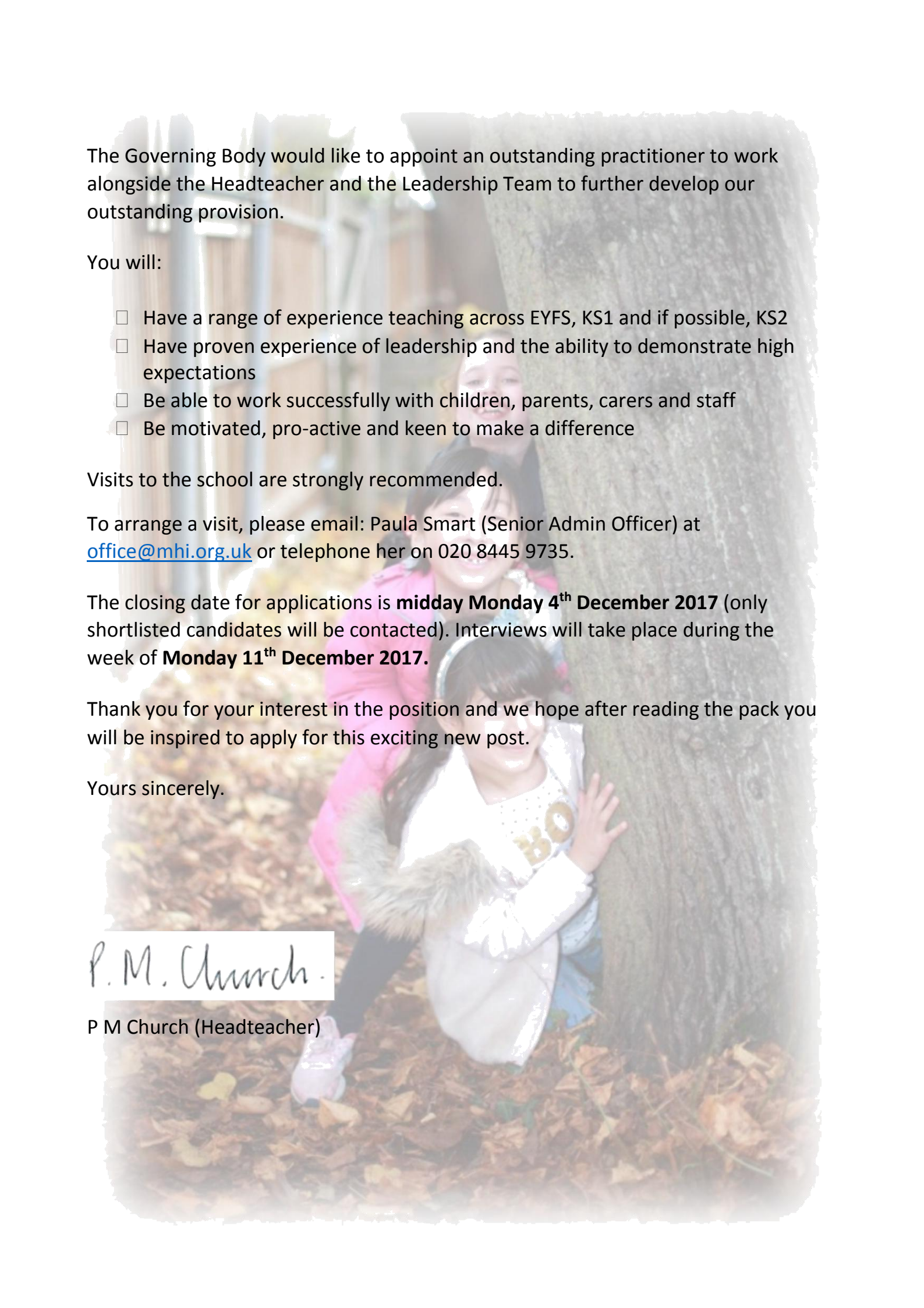
Moss Hall Infant School is an “outstanding school” (Ofsted Feb 2009) with wonderful children and a large, dedicated staff team.

The school is a popular and over-subscribed four-form entry school in North Finchley. We are minutes away from West Finchley tube station on the Northern Line and within walking distance of other transport links. We share our site with Moss Hall Nursery and Moss Hall Junior School, with whom we work very closely.

We pride ourselves in the highly creative and integrated curriculum we plan across the whole school. Learning is centred on topics and curriculum areas are closely linked to the topic, making the children’s experience at school much more meaningful and interesting. Our provision is highly motivating, practical and individualised, providing children with the skills they need to be confident and independent learners.

We have a number of children with a range of significant and complex needs and our commitment to inclusion is at the very heart of everything we do.





The Governing Body would like to appoint an outstanding practitioner to work alongside the Headteacher and the Leadership Team to further develop our outstanding provision.

You will:

- ☐ Have a range of experience teaching across EYFS, KS1 and if possible, KS2
- ☐ Have proven experience of leadership and the ability to demonstrate high expectations
- ☐ Be able to work successfully with children, parents, carers and staff
- ☐ Be motivated, pro-active and keen to make a difference

Visits to the school are strongly recommended.

To arrange a visit, please email: Paula Smart (Senior Admin Officer) at [office@mhi.org.uk](mailto:office@mhi.org.uk) or telephone her on 020 8445 9735.

The closing date for applications is **midday Monday 4<sup>th</sup> December 2017** (only shortlisted candidates will be contacted). Interviews will take place during the week of **Monday 11<sup>th</sup> December 2017**.

Thank you for your interest in the position and we hope after reading the pack you will be inspired to apply for this exciting new post.

Yours sincerely.



P M Church (Headteacher)



# Moss Hall Infant School

Moss Hall Grove, Finchley, London N12 8PE

Tel: 0208 445 9735 [office@mhi.org.uk](mailto:office@mhi.org.uk)

[www.mosshallinfantschool.org.uk](http://www.mosshallinfantschool.org.uk)

## Deputy Headteacher Permanent

**L12/£54,776 to L16/£60,202**

### We can offer:

- ☐ A very happy school where children's learning and behaviour is "outstanding"
- ☐ A committed staff team with very supportive governors and parents
- ☐ A diverse school population with a strong commitment to inclusive practice

Are you an experienced school leader? Can you help inspire and motivate our pupils and our school community? Do you have experience of teaching in the EYFS and KS1? Have you worked closely with parents from a range of backgrounds to improve children's achievement?

We are looking for a committed, enthusiastic and creative Deputy Headteacher to join our team and work in an environment that provides "outstanding" (OFSTED) education for our pupils.

Moss Hall Infant School serves a community rich in cultural, ethnic, religious, social and linguistic diversity. We are committed to staff personal and career development. Our school makes safeguarding a high priority so all appointments are subject to satisfactory references and safeguarding checks.

Visits to the school are warmly welcomed. Please contact the school for an application pack.

To arrange a visit, please email: Paula Smart (Senior Admin Officer) at [office@mhi.org.uk](mailto:office@mhi.org.uk) or telephone her on 020 8445 9735.

The closing date for applications is **midday on Monday 4<sup>th</sup> December 2017** (only shortlisted candidates will be contacted). Interviews will take place during the week of **Monday 11<sup>th</sup> December 2017**.

# **Moss Hall Infant School**

Moss Hall Grove, Finchley, London N12 8PE

Tel: 020 8445 9735 [office@mhi.org.uk](mailto:office@mhi.org.uk)

[www.mosshallinfantschool.org.uk](http://www.mosshallinfantschool.org.uk)

## **DEPUTY HEADTEACHER ROLE PROFILE**

Full-time/Leadership Scale

### **Policy and Framework**

The Deputy Headteacher will carry out duties in accordance with the Schoolteacher's Pay and Conditions document. This document may be modified by the Headteacher with the candidate's agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Main Purpose**

To support the Headteacher in creating and maintaining an environment, which promotes and secures outstanding teaching and learning and high standards of achievement and behavior.

### **Job Summary**

- To model outstanding classroom practice across the school
- To be an active member of the Senior Leadership Team
- To play a positive role in promoting the school's aims and ethos and to show by example the highest standards of professional conduct at all times
- To take a leading role in whole school initiatives, such as curriculum development, improvement planning, monitoring and evaluation, pupil progress and other initiatives
- To undertake, in the absence of the Headteacher, the professional duties of the Headteacher

## **Tasks and Duties**

### **Leadership**

The Deputy Headteacher, working in partnership with the Headteacher and Governing Body, will:

- Embed the vision and ethos of the school and its strategic direction.
- Analyse and plan for the school's future needs, within the local and national context
- Be actively involved in policy making and strategic planning, ensuring that all children achieve the highest possible standards and make good progress
- Work with the Headteacher and other Senior Leaders to maintain a professional, productive and inspiring learning environment, which enables all members of the school community to achieve their best
- Ensure inclusive practice across the whole school, including involvement of parents and carers in all aspects of school life
- Assist the Headteacher in monitoring all aspects of teaching and learning and take action as necessary to maintain high standards

### **Leading and Managing Staff**

The Deputy Headteacher will:

- Assist the Headteacher to lead, motivate, support, challenge and develop staff to secure improvement
- Take an active role in the management of staff appraisal, ensuring challenging targets relating to pupil's achievement are set and monitored
- Manage professional development across the school, (individual, group and whole school)
- Actively support other Leaders in their work across the school
- Be responsible for the mentoring and induction of newly qualified staff in relation to the standards for Qualified Teacher Status and induction requirements
- Mentor students on teaching practice and organise and supervise work experience students and volunteers

- Ensure good communication with all members of staff and support the Headteacher in leading, motivating and supporting staff through periods of change
- Oversee the formulation, development and publication of the SEF and the School Improvement Plan
- With the Headteacher lead and manage safeguarding across the school, ensuring all legal frameworks and guidance are implemented and regularly monitored for efficacy

## **Teaching and Learning**

The Deputy Headteacher will:

- Lead the development of teaching and learning across the school, including assessment, data collection, analysis and reporting
- Lead and manage transition processes and procedures, (nursery to reception/KS1 to KS2)
- Provide a model of outstanding classroom practice
- Assist the Headteacher and the Governing Body in securing and sustaining effective teaching and learning across the school, monitoring and evaluating the quality of teaching and standards of children's achievement
- Ensure that high standards of physical and emotional care are maintained
- Promote positive learning and behavior attitudes
- Have a strategic responsibility, in conjunction with other Senior Leaders, for the planning, coverage and delivery of the National Curriculum and Early Years Foundation Stage requirements, teaching and learning policies, record keeping and assessment
- Have a limited, but regular, teaching commitment (e.g. modeling lessons, supporting teachers, working with identified classes/groups/individuals and providing some release cover)
- Ensure effective and appropriate pastoral support is available to all pupils
- Lead parent groups, workshops and information sessions



## **Accountability**

The Deputy Headteacher will:

- Assist the Headteacher in managing and deploying people and resources efficiently and effectively, thus enabling the school to meet its improvement objectives
- Assist in creating and developing an organisation in which all staff recognise they are accountable for the successes of the school
- Provide advice and support to parents about the curriculum and other school issues, further developing community and home/school links
- Work closely with the Governing Body, fully supporting their management and improvement work
- Deputise for the Headteacher during a period of absence
- Be loyal to the Headteacher and maintain confidentiality as required
- Undertake other duties that are reasonably assigned by the Headteacher

## Person Specification

Experience, Qualifications, Leadership and Personal Qualities	
1	Qualified teacher status for the primary phase, with evidence of continuing professional development in the area of school improvement
2	A history of outstanding teaching across the primary phase in at least one multicultural school
3	Evidence of involvement in successful whole school curriculum development
4	Experience of leadership and leading effective teams, using a range of styles
5	Good knowledge and understanding of legislation and ongoing developments in education at local and national level
6	Demonstrate leadership skills and qualities, with an attitude that high expectations lead to outstanding learning
7	Ability to challenge and hold individuals to account
8	Ability to build and maintain effective relationships with pupils, colleagues and other key stakeholders
9	Ability to work in a team and deliver stated aims and vision
10	Ability to use comparative data and information about pupil's attainment to set targets and raise standards
11	Ability to prioritise, plan, manage time effectively and organise self and others
12	Integrity, loyalty, enthusiasm and dynamism
13	Ability to act on own initiative
14	Ability to work under pressure with good humour