



Dalmain Primary School



Headteacher Application Pack



Letter from the Chair of Governors

Dear Applicant

Thank you so much for the interest you have shown in the position of Headteacher at Dalmain Primary School. I'm delighted to enclose our application pack with more information about the role, and about Dalmain.

I feel very privileged to Chair the Governing Body of our school. It's a very special place, with an ethos of hard work, respect and fairness, a focus on providing a broad and balanced curriculum, and a warm and welcoming atmosphere. Our current Headteacher is retiring in the summer after 20 years of leadership, and we are looking forward to finding someone who will lead the school to further success.

As you'll see from the application pack as well as from our website and ebrochure, Dalmain is a school at the heart of its community. We serve and celebrate a culturally rich and ethnically diverse area of inner London and have a strong focus on educational attainment, music, sport and the Arts. Our new Headteacher will be backed to the hilt by a team of talented and supportive staff, a dedicated Governing Body and a passionate and engaged group of parents and carers.

We are focused on achieving the best possible outcomes for all of the children at Dalmain, whether they are with us for a day, or for their entire primary school career. Our challenges at present include:

- Closing the within-school gap for pupil premium children
- Continuing to develop Greater Depth writing across the school
- Continuing to ensure pupils of average ability are consistently challenged to achieve the higher levels in learning
- Develop the teaching and learning of Maths with a particular focus on children's use of manipulatives and reasoning skills

The safety and welfare of our pupils is of paramount importance, and we expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection processes reflect this, with all successful candidates being subject to Disclosure and Barring Service checks along with other relevant employment checks.

Spending time at Dalmain always gives me a real sense that the future is being made here. Before you submit an application, I'd encourage you to come and experience it for yourself. Our current Headteacher, Elizabeth Booth, will be delighted to show you around, and our Senior Admin Officer Tanya Benjamin, would be happy to arrange a mutually convenient time.

The interview process will be over two consecutive days, and we may release at the end of Day One any candidates who will not go through to Day Two.

Please do consider coming and being a part of the success story that continues to unfold at Dalmain School. On behalf of our Governing Body, I very much look forward to receiving your application and wish you the best of luck.

Yours sincerely

Jane Hogarth

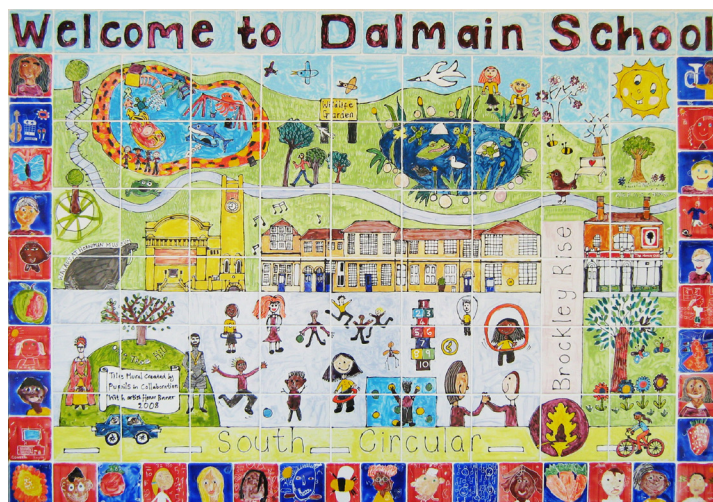


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Our Vision and Values

Our aim is to add something positive to the life of every child that attends Dalmain School, whether they are here one day or eight years. We focus on providing a creative, broad and balanced curriculum in a nurturing environment in which inspiring teachers challenge children to reach their full potential.

Dalmain

-  Is a place of opportunity and benefit for all pupils
-  Is an institution that strives for excellence in education
-  Has a caring ethos where everyone is well mannered, respectful, dependable and consistent in his/her commitment
-  Is a community which enjoys its growth and willingly accepts change, in which everyone shows initiative in their own professional development while at the same time supporting colleagues in theirs
-  Is a school where every classroom door is metaphorically open



We believe: That every child matters and has value and talent, and that it is our job to discover and develop these qualities.



Our School

Dalmain Primary School is an all age, Group 3 community primary school with a nursery class offering 50 part-time places. The current roll has recently expanded to 440, and all year groups are two-form entry with 60 places in each year group.

The school is situated in a culturally diverse area in South East London, and this is reflected in the socioeconomic and ethnic makeup of the school. 59 per cent of pupils are from families of ethnic minorities with 34 per cent having English as an additional language. The school places great emphasis on inclusion, and the variety and experience that this diversity brings is considered one of the school's strengths.

The school is currently staffed with 20 full-time teachers including the Headteacher. There is a part-time teacher supporting some Special Needs children, a full-time Learning Mentor and a full-time Nursery Nurse working in the Nursery. An additional 25 support staff cover administration, premises management, classroom support and lunchtime supervision. High priority is given to professional development for all staff.

Children at Dalmain benefit from over 30 after-school clubs and activities, including dance, football, art, gardening, Japanese, programming, chess and philosophy. Music is given a high priority and as well as a brass band and string ensemble children can learn to play the guitar, violin, cello, tenor horn, clarinet, recorder, trumpet, baritone, flute, djembe and ukulele.

The school was originally founded in 1874 but the present building was completed in 1928, a new extension was added in 1974 and a further extension in 2011. The building has two halls fitted with PE equipment, a large library/ICT suite, a music room, a food technology room and an art studio. Besides the well-equipped classrooms, there are other small teaching areas, four playgrounds, an allotment and a wildlife garden for the children's use.

The Dalmain Pen, our multi-use games area, was in 2011 named 'Facility of the Year' by the London Football Association. We also received an award from the London Borough of Lewisham naming us 'School Sports Leader of the Year'.

Other recent awards to the school include Healthy Schools Award, Schools Financial Value Standard, Eco Schools Bronze, Sustainable Travel Accreditation Gold, Stonewall School Champion Bronze.

Dalmain School is committed to promoting and safeguarding the welfare of children. Any appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check.

The school was last inspected in 2014 and was judged to be Good and was given an Outstanding rating for behaviour and welfare.





Our Pupils

Dalmain's pupils are excited to meet their new headteacher. We asked them to complete a sentence beginning

“A Great Headteacher...” This is what they said.

“Will listen well to children and teachers”

“Will want everyone in school to do their best”

“Is fair and treats everyone equally”

“Won't be Mrs Trunchbull”

“Is calm and happy”

“Will have fun and exciting projects in school”

“Knows how to deal with different types of children”

“Is not always serious but can have a laugh with us”

“Inspires children and staff”

“Is adventurous and modern”

“Nurtures creativity and learning”



Our Staff

LONDON BOROUGH OF LEWISHAM & THE GOVERNING BODY

HEADTEACHER

SLT

SBM

ASSISTANT
HEAD

DEPUTY
HEAD

SENCO

SENIOR
LEADER

TEACHING
STAFF

MUSIC
TEACHER (1)

CLASS
TEACHERS (15)

PPA/SPECIALIST
TEACHERS (5)

TRAINEE
TEACHERS (5)

READING SUPPORT
TEACHER (1)

SUPPORT
STAFF

TEACHING
ASSISTANTS (14)

MIDDAY
SUPERVISORS (13)

PREMISES
STAFF (2)

ADMIN
STAFF (3)

CURRICULUM/
RESOURCE SUPPORT (2)

COMMUNITY SPORTS
CO-ORDINATOR (1)

CLEANERS (4)

LEARNING MENTOR (1)



Our Parents and Community

We encourage parents and carers to take an active part in their children's education at Dalmain, and many parents also choose to volunteer either at the school or through our active parent and carer association Friends of Dalmain (FoD).

The school is renowned for its excellent fairs and other fundraising events, which frequently feature creative experiences such as interactive drama installations, storytelling and circus skills.

The funds raised by FoD help to support the school's work, enhancing children's learning experiences, financing school trips and providing new resources to improve the learning environment.

Dalmain serves a vibrant community and we are committed to celebrating and valuing its diversity.

As a Stonewall School Champion, and through visits to different places of worship and communities, we teach children the values of equality and acceptance.

We prepare our children for life in modern Britain, participating in local events and meeting community members, as well as helping our children to understand the values of democracy, liberty and tolerance. The Head, Governing Body and staff work hard to uphold the vision and values of the school.





Dalmain Governing Body

e-safety
Committee

Dalmain Governing
Body meets five
times a year

15 governor places:
Headteacher - 1
Staff - 1
Appointed by the London
Borough of Lewisham - 1
Elected parents of pupils
attending the school - 3
Co-opted - 9

Curriculum
Sub-committee

Finance
Sub-committee

Pay and Staffing
Sub-committee

Pay Appeal/Staff discipline/
Pupil discipline/Complaints
Sub-committee

Health & Safety
Sub-committee

Premises
Sub-committee

Friends of
Dalmain



Dalmain School

Headteacher Job Description

Post title:	Headteacher
Reporting to:	The Governing Body
Liaising with:	Governors, Senior Leadership Team, teachers and support staff, pupils and parents.
Working Time:	Full time as specified within the National School Teachers Pay & Conditions Document. (STPCD) and the Headteachers' Standards DfE document
Salary/Grade:	Leadership Pay Scale: Group 3; L18-L24 For an exceptional candidate we would be prepared to negotiate within the discretionary uplift of up to 25 per cent
Disclosure Level:	Enhanced 3
Review arrangements:	The details contained in this job description reflect the content of the job at the date it was prepared. Over time, the nature of the job may change and the postholder is expected to be flexible with this. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will revise the job description from time to time and will consult with the post holder at the appropriate time.

General Information

1. Main purpose of the job:

- Working in partnership with the Governing Body and others, to create a shared vision and strategic plan which inspires and motivates pupils, staff and the whole Dalmain community.
- Ensure that the vision for Dalmain is clearly articulated, shared, understood and acted upon effectively by all in everyday work and practice.
- Lead and co-ordinate the translation of the vision into agreed objectives and operational plan
- Produce the School Improvement Plan and the school SEF by identifying appropriate priorities and targets for all members of the senior leadership team (SLT), ensuring that pupils are safe, achieve high standards, make progress, and enjoy their learning and work.
- Lead the school's recruitment and retention strategy in order to appoint and retain high performing teaching and support staff.



- Work in partnership with the Chair of the Governors to support the function of the Governing Body, providing leadership and guidance, as appropriate.
- Motivate and work with others to create a shared and positive culture, demonstrating to children a work ethic which will enable them to become lifelong learners.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.
- Provide an exciting, broad and balanced curriculum combining the rigour of academic teaching with immersion in music, dance, art, drama, sport and philosophy.

2. Leading Teaching & Learning

- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure creative, inspiring and exciting approaches to learning and teaching, celebrating risk-taking and learning from mistakes.
- Ensure a culture and ethos of challenge, resilience and support, which is inclusive and where all pupils can achieve success and become engaged in learning.
- Demonstrate and articulate high expectations for the whole school community.
- Implement strategies which secure outstanding standards of behaviour, welfare and attendance.
- Model to children the characteristics of a good citizen.
- Implement an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up, always within a supportive framework.

3. Developing Self & Working with Others

- Reflect on own practice, set personal targets and take responsibility for own personal development.
 - Manage own workload and that of others to allow for an acceptable work/life balance.
 - Support all staff to achieve high standards and build a professional learning community which enables all staff to achieve, through a focus on high quality performance management and effective continuing professional development.
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- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- With the SLT and wider staff community, develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Motivate and enable members of the SLT to develop expertise in their respective roles through personal coaching and supporting high quality continuing professional development.

4. Managing the Organisation

- Lead, coordinate and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Create an organisational structure which reflects the school's vision and values, and enables the management systems, structures and processes to work efficiently and effectively in line with legal requirements.
- Implement effective policies and practices and procedures so that they meet the needs of the school environment and curriculum, taking account of national and local circumstances, policies and initiatives.
- Manage the school's finances effectively and efficiently to achieve the school's educational goals and priorities and provide value for money.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- Use and integrate a range of technologies effectively and efficiently to manage the school.
- Maintain relationships with organisations representing teachers and other members of the school's workforce.

5. Accountability

- Take part in Dalmain's staff development programme by participating in arrangements for further professional development.
 - Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
 - Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
 - Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
 - Develop and present a coherent and accurate account of the school's performance to a range of audiences including governors, parents and carers.
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6. Strengthening Community

- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- Create and promote positive strategies for celebrating diversity and equality, and to challenge related unacceptable behaviour where it exists.
- Co-operate and work with relevant agencies to safeguard and protect children.
- Promote equal opportunities for all members of Dalmain's community.

7. Other

- To undertake any other duty as specified by School Teachers Pay & Conditions Document (STPCD) not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The Governing Body will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.





Dalmain School

Headteacher Person Specification

The Governing Body has identified three key tasks it would like the new Headteacher to focus on during his/her initial year of headship. These are to:

- Continue to close the within-school gap for pupil premium children
- Increase the number of children who achieve greater depth in Writing, with a particular focus on disadvantaged children
- Develop the teaching and learning of Maths with a particular focus on children's use of manipulatives and reasoning skills

The panel will assess candidates against the following attributes.

	Essential	Desirable
Professional qualifications and experience	<ul style="list-style-type: none">● Has Qualified Teacher Status (as recognised by the Department for Education)● Has a degree or equivalent qualification● Has experience of being either a successful Headteacher, Deputy or Assistant Headteacher● Shows evidence of further relevant professional development such as leadership and management training● Has proven experience as a senior leader in the primary phase	<ul style="list-style-type: none">● Holds the National Professional Qualification for Headteachers or recent professional development in leadership and management● Has teaching experience in more than one primary school



Leading teaching and learning	<ul style="list-style-type: none">● Demonstrates knowledge of how children learn best● Understands the principles underpinning high-quality primary education and can explain how to translate these into practice● Has an up-to-date knowledge of National Curriculum and Religious Education requirements, and can implement, monitor and support these effectively● Can articulate the importance of SMSC in developing the whole child● Has a proven track record of monitoring, evaluating and improving the quality of teaching and learning● Has a good understanding of assessment and how it can be used to plan interventions which accelerate pupil progress● Has an awareness of current significant initiatives in education● Understands the importance of technology and innovation in learning and its future implications● Is committed to meeting the needs of all learners regardless of ability or background	<ul style="list-style-type: none">● Has experience of teaching in a culturally diverse environment● Understands how to construct a relevant, creative, interesting, stimulating curriculum which meets statutory obligations
Developing self and working with others	<ul style="list-style-type: none">● Has experience of building successful teams● Has the ability to challenge, influence and motivate others to attain high goals● Has experience of using a range of strategies to improve the effectiveness of staff● Has the ability to establish and develop constructive relationships with all stakeholders to achieve the school aims● Has experience of performance management and/or managing teaching and support staff	<ul style="list-style-type: none">● Has successful experience of planning and leading staff development initiatives● Can command excellent behaviour and respect from all children● Has the ability to make difficult decisions and convey outcomes clearly and sensitively● Has the skills required to facilitate the work of the Governing Body so that it can fulfil its statutory duties



Managing the school	<ul style="list-style-type: none">● Is able to make professional, managerial and organisational decisions based on evidence● Has the ability and understanding to manage financial resources effectively and efficiently to achieve the school's educational goals and priorities● Is committed to ensuring a safe, secure and healthy school environment for the whole school community	<ul style="list-style-type: none">● Has good working knowledge of whole school financial management and planning● Has successful experience of recruiting and retaining staff
Shaping the future	<ul style="list-style-type: none">● Has had firsthand experience of developing an improvement plan and can demonstrate that the strategies employed impacted positively on pupil outcomes● Has experience of school self-evaluation and can describe effective strategies for undertaking this	<ul style="list-style-type: none">● Is able to articulate a strong, clear vision for high-quality primary education● Can articulate strategies for leading and managing school improvement● Has experience of working with a Governing Body or as a governor
Accountability	<ul style="list-style-type: none">● Has a good understanding of the role of the Governing Body and lines of accountability – individual, team and whole school – for pupil learning outcomes● Has a good understanding of the role of the Local Authority and external bodies such as Ofsted● Has previous experience of challenging and supporting others in order to achieve specific targets● Has a good understanding of available data sets and can interpret and clearly articulate any findings. Is able to use the analysis to benchmark the school's performance and as a tool for target-setting and raising standards	<ul style="list-style-type: none">● Has a good understanding of the need to be accountable to parents for the education of their child● Empowers parents to be involved in the life of Dalmain School



Strengthening the community	<ul style="list-style-type: none">● Has experience of drawing upon the resources of the wider community to enliven the curriculum and improve the quality of education being provided	<ul style="list-style-type: none">● Recognises the value of the role the school plays in the wider community and can describe strategies for leading this aspect of work● Is able to create and maintain good relationships with other local schools, pre-schools and centres of learning● Demonstrates a willingness to listen, reflect and act upon feedback from the community
Personal skills and attributes	<ul style="list-style-type: none">● Has effective oral and written communication skills● Demonstrates a genuine empathy with children● Has worked effectively in a team● Is capable of making reasoned judgements and taking difficult decisions conveying outcomes clearly, positively and with sensitivity● Is approachable, caring and has a sense of humour● Is able to demonstrate planning and organising skills● Can demonstrate strong people management skills	<ul style="list-style-type: none">● Demonstrates integrity and principles in decision making● Demonstrates a high level of commitment to the school● Is able to delegate responsibilities including other leadership roles when appropriate
Equal Opportunities	<ul style="list-style-type: none">● Demonstrates a commitment to promoting, implementing and monitoring equal opportunities across all aspects of the school	



Safeguarding Children

- Has knowledge, understanding, experience of and commitment to Child Protection, safer recruitment and safeguarding policies and procedures
- Is able to form and maintain appropriate relationships and personal boundaries with pupils
- Is willing to undertake an enhanced Disclosure and Barring Service check. (Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process).
- Has fully supportive references

How to apply

THE POSITION

The vacant post is for a Headteacher at Dalmain School to start September 2018. This is a full-time position and the salary will be in the range Group 3; L18-L24 depending upon the skills and experience of the successful candidate.

TIMETABLE

Closing date: Friday 9 February 2018 at 12pm

Shortlisting: Monday 12 February 2018

Interviews: 21/22 February 2018

The candidates selected for interview will be informed after shortlisting. Full details of the programme will also be provided. Please note that, under the Guidelines of Safer Recruitment, we will require references before beginning the interview process.

APPLICATION

You are invited to submit an application that aligns to the requirements set out in the person specification to office@dalmain.lewisham.sch.uk. Please note, we will only accept applications with a completed application form. CVs on their own will not be considered. Visits to the school are warmly welcomed and you are invited to contact Tanya Benjamin in our School Office on 0208 699 2675 to arrange a time.

LOCATION

Grove Close, Brockley Rise, London SE23 1AS



Safer recruitment

Dalmain 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. We will ensure that all our recruitment and selection practices reflect this commitment.

Following safer recruitment procedures, this appointment will be subject to a medical check and an enhanced disclosure from the Disclosure and Barring Service along with other relevant employment checks.

Dalmain Primary School is an equal opportunities employer.

