**Grange%20Primary%20School%2001-08COLGrange Primary School**



**Deputy Head teacher Recruitment Pack**

**April 2018**

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**Letter from the Headteacher**

**Thank you for your interest in our school**.

The vacancy has arisen due to the promotion of our current Deputy, who will be starting her Headship in September.

Grange is a very stable school. I have been Head teacher for nearly 6 years having previously been a Head teacher in Maidenhead and Southall. We are a four form entry school and only a 2 minute walk from South Ealing Tube Station. We have over 870 children in our school but thanks to the atmosphere and ethos of the school it still feels like a small school.

The out of class leadership team consists of myself, the Deputy Head teacher and the Assistant Head teacher, who is the Inclusion Leader. We are known as the ‘Strategy Group’ and we meet each Thursday afternoon to review and shape the school’s overall direction.

The Senior Leadership Team is made up of the Strategy Group and Year Group Leaders and we meet fortnightly after school on a Wednesday. Year Group Leaders are accountable for their Year Group and also lead a subject.

Our teachers work hard and collaboratively. There is a positive ‘can do‘atmosphere in the school with leaders and teachers who hold each other to account but are supportive and smile a lot. Our Governors are very supportive, reasonable and fair and challenge when necessary.

We were inspected just before Easter, so can not publish the school’s result yet. We received positive affirmation about the performance of the school, together with a couple of areas to improve. Myself and the Deputy Head teacher recently attended the ‘Good to Outstanding’ training course run by Ealing Local Authority.

The school priorities for 2017-18 are:

* to improve the attainment of reading
* to embed our new PSHE scheme of work and to teach RSE more effectively
* to ensure all Year Groups improve their teaching of reasoning in maths lessons.

I look forward to meeting you. If you have any questions, please do not hesitate to contact me via [head@grange.ealing.sch.uk](mailto:head@grange.ealing.sch.uk).

Yours sincerely

Graham Beeden

[head@grange.ealing.sch.uk](mailto:head@grange.ealing.sch.uk)

02085671432

**What we are looking for**

**DEPUTY HEAD REQUIRED**

**GRANGE PRIMARY SCHOOL, EALING**

**SALARY RANGE: LEADERSHIP SCALE 15-19 PLUS Inner London Weighting**

**September start**

The promotion of our current Deputy Head teacher has given us the opportunity to appoint a successor. We are looking for a leader who is itching to be part of a 4 form entry school where the staff, senior leaders and governors all celebrate our many successes while looking to improve even further. We have recently been inspected and received positive affirmation of the work we are doing.

You will need:

* to cherish a broad and balanced curriculum while also understanding that SATs scores are important
* to have creative ideas on how to further improve our English teaching
* to balance a strong vision with empathy and understanding.

In return, we will offer you:

* excellent opportunities to develop and enhance your leadership skills
* supportive and friendly staff dedicated to the school’s continuous improvement
* happy children who are a pleasure to see every day.

Job application packs can be found on the school web site: [www.grange.ealing.sch.uk](http://www.grange.ealing.sch.uk) under the Employment at Grange tab (in the ‘About Us’ section).

**Closing date: Monday 30th April @12.00pm**

**Interviews: Wednesday 9th May. Successful candidates from the first day will be invited back for a final interview on Thursday 10th May.**

Visiting the school before applying is warmly welcomed. Please email head@grange.ealing.sch.uk and we can together arrange a convenient time.

Should you be shortlisted, a member of the school leadership team will contact you to discuss arranging a visit to your school to observe you teaching.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the DBS (Disclosure & Barring Service). Further information can be found at https://www.gov.uk/government/organisations/disclosure-and-barring-service

**Job description**

**Deputy Head Teacher**

**Leadership scale: 15-19**

**General**

The duties and responsibilities of teachers, whether on the professional grade, or during any period of induction, are spelled out in the Schoolteachers’ Pay and Conditions Document. The following is a list of specific activities and responsibilities that the Leader will be required to carry out.

This job description is not necessarily a comprehensive definition. It will be reviewed each year and it may be subject to modification or amendment at any time through consultation.

## SPECIFIC RESPONSIBILITIES

|  |  |
| --- | --- |
| Strategic direction and whole school improvement | 1. To work with the Head teacher in drawing up the School Development Plan in consultation with stakeholders. 2. To assist the Leadership Team in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement, attainment and enjoyment. 3. To work with The Head teacher on school self evaluation. This will involve identifying areas for improvement from school data. 4. To actively promote equality of opportunity by assisting the Leadership Team in ensuring the school’s curriculum provides the best possible education for all its pupils. 5. To liaise and facilitate Governing Body monitoring. 6. To prepare and present reports, as required to, for example, governors, LA officers, parents, outside agencies. |
| Leadership and management | 1. To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour. 2. To take full responsibility for leading and managing English. This will include all aspects of leading a subject including parent meetings, preparing reports, ordering resources, meeting governors, supporting teachers, leading CPD for all staff. 3. To take a role in improving the involvement of parents, carers and the community in the life of the school. This includes leading and running meetings for parents on curriculum and whole school issues. 4. To provide effective leadership and management to year group leaders (this would be in negotiation with the Head teacher). This includes regular meetings with year leaders, observations, work scrutiny etc. 5. To act as one of three Deputy Designated Safeguarding Leads and take responsibility for safeguarding issues in the absence of the DSL. 6. To take responsibility for dealing with and reporting Health and Safety issues as they arise in the school. To raise awareness of Health and Safety issues among all members of the school community. 7. To performance manage a selected number of staff and make pay recommendations. 8. To participate in recruitment and selection, as agreed with the Head teacher. 9. To deputise for the Head teacher as required. |
| Teaching and learning | 1. To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues. 2. To teach a selected group of children: the aim of this would be to maximise the results in Year Groups which have nationally published data (in Reception, Years 1, 2 and 6). This will change each year depending on the needs of the school e.g. one year it might be teaching Year 6 maths, the next year Year 1 phonics. Teaching would be one lesson/day from January until SATs. 3. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils’ learning and teachers’ planning and teaching. |
| Operational | 1. To take overall responsibility for timetabling of non-class based teachers and rooming. This includes managing the school diary and booking supply teachers. 2. To meet regularly with the Head teacher in order to share information and maintain collaboration across the school. 3. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required. 4. To lead assembly as required. 5. To undertake such other duties as may be required from time to time at the request of the Head teacher. |

**Person specification**

**Please note that the following competencies will be used when short listing candidates**

* Qualified teacher status
* Evidence of active involvement in recent and relevant CPD
* Significant outstanding class teaching experience
* Significant leadership experience with experience of leading successful whole school initiatives
* Ability to teach across the whole primary age range including EYFS
* Ability to understand, analyse, interpret and act upon relevant data
* Experience of leading appraisal and holding staff to account
* Experience of successful teaching, leadership and management of the Primary curriculum
* Experience of helping develop the teaching craft of teachers
* Experience of teaching children with EAL and raising standards for these children
* Sound understanding of and complete commitment to shaping the school’s vision, ethos and teaching and learning policy
* Ability to create positive relations, trust and confidence through excellent communication skills with all stakeholders including school Governors
* Confidence, clarity and decisiveness
* An ability to lead by example as a key professional in all areas of school life
* Ability to lead, motivate and influence others positively including support staff
* Knowledge of recent education legislation and current issues, relevant to the role
* Demonstrable commitment to safeguarding and child protection and understanding of safeguarding procedures and statutory documentation relating to safeguarding
* Ability to prioritise and manage time effectively
* Demonstrable commitment to sustain excellent attendance at work
* Ability to work under pressure and remain calm
* Ability to work in a team



**Next Steps**

**Find out more**

You can find out more about the life of the school by going to our website at [www.grange.ealing.sch.uk](http://www.grange.ealing.sch.uk)

If you would like an informal conversation about the school or role, please contact Graham Beeden, Head teacher via [head@grange.ealing.sch.uk](mailto:head@grange.ealing.sch.uk)

**Visit**

You are warmly invited to visit the school prior to making an application. Please email the Head teacher via [head@grange.ealing.sch.uk](mailto:head@grange.ealing.sch.uk)

**Apply**

All the details you require can be found on our website. Open the ‘About us’ tab and you will find a further tab entitled ‘ Employment at Grange’.

Please ensure that all applications are returned to head@grange.ealing.sch.uk

**Closing date: Monday 30th April @12.00 pm**

If possible a member of the school leadership team would aim to visit shortlisted candidates in their school to observe them teaching. If this is not possible lesson observations will be arranged as part of the Interview.

**Interviews: Wednesday 9th May. Successful candidates from the first day will be invited back for a final interview on Thursday 10th May.**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the DBS (Disclosure & Barring Service). Further information can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

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