Viridis Schools

DEPUTY HEADTEACHER APPLICATION PACK



Holcroft Road
London E9 7BB
Tel: 0208 985 7785
www.orchard.hackney.sch.uk

The Viridis Federation of Orchard, Southwold & Hoxton Garden Primary Schools, Hackney, London

Viridis Schools
The Federation of
Orchard Primary School
Hoxton Garden Primary School



Contents

- Welcome!
- What are we looking for?
- What do we offer?
- How to apply
- Job description & person specification

Viridis Schools

The Federation of Orchard Primary School, Southwold Primary School, Hoxton Garden Primary School

recruitment@vs.hackney.sch.uk

Dear Applicant,

Thank you for replying to our advertisement for the position of Deputy Headteacher at The Viridis Federation of Orchard, Southwold & Hoxton Garden Primary Schools. I hope that you will find this pack helpful. If you would like to learn more about our schools partnership, I would be delighted to answer any questions that you may have and arrange a visit to see what we do for yourself. My contact details are in this pack.

Our schools are based in Hackney, East London with convenient transport links to wider London. We have been in partnership since January 2012 and are now a hard federation with a joint Governing Body. We have a joint pupil roll of over 1350 pupils and all three schools are graded 'good' or 'outstanding' by Ofsted. Our pupils achieve well above national averages despite all three schools being in areas of challenge. We have a very skilled team of highly committed and professional teachers and leaders who work incredibly hard. However, there is always much to do. We look to create exciting and innovative opportunities for children to be successful and enjoy learning and also look to share ideas of best practice with other schools. We have very high standards for what can be achieved with the benefits of a shared expertise and support.

We are seeking a new Deputy Headteacher to build capacity and offer new expertise to our senior leadership team. First and foremost we are looking for someone who is confident, knowledgeable and who has the passion, energy and skill to make a difference. This post will be based on one school site with responsibility for teaching, learning, standards and assessment but also involve the opportunity to work with staff across the partnership. We take our role in raising the aspirations of our children and meeting the ambitions of our staff very seriously and can offer coaching, mentoring and support to ensure your success. We are particularly interested in hearing from excellent teachers who can demonstrate impact on the practice of others.
If you are hardworking and looking to take the next step to further develop your leadership potential then we would very much look forward to hearing from you.

Kind Regards

Stephen Hall
Executive Headteacher

Deputy Headteacher

We are looking to appoint a skilled and confident teacher and leader to be based on one school site and working as part of a wider leadership team



In particular we are looking for someone who:

- Is a confident and inspiring teacher with high expectations of what can be achieved.
- Understands how children learn best and never gives up on them
- Is flexible with a good sense of humour and an understanding of the bigger picture.
- Can effectively coach, mentor and work alongside others.
- Understands the communities that we serve and is tough enough to cope with the challenges that a fast paced inner city school can bring.
- Is a thinker and innovator who can take risks to make a project their own.



We can offer you:

- A genuine opportunity to lead and make a difference
- High quality CPD and support from our experienced leadership team to make sure that you are successful and to develop your leadership skills
- An exciting, well organised and vibrant environment in which to work
- Well resourced schools with a full time School Business Manager and effective administrative teams.
- Happy schools with a fantastic community of parents and children who deserve the best
- Opportunities to work with our partner schools and partner deputy headteachers to develop our curriculum offer.

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Viridis Schools

The Federation of Orchard Primary School, Southwold Primary School, Hoxton Garden Primary School







HOW TO APPLY

1. Read the job description and person specification carefully.

2. If you have any questions or wish to visit the school contact Stephen Hall at **recruitment@vs.hackney.sch.uk** or on **0207 739 8591**

3. Compete the application form either electronically or print it off and hand write it.

4. Ensure your supporting statement relates to the competencies outlined in the person specification.

5. Please make sure that your application form indicates the name of the school where you have most recently worked

6. Email your competed application to Stephen Hall at **recruitment@vs.hackney.sch.uk**
   Recruitment
   c/o **Orchard Primary School**
   Holcroft Road
   London E9 7BB

Closing date for applications :
Wednesday 11th October 2017 at 12pm

Interview Dates:
Wednesday 18th October 2017

References will be sought for short listed candidates prior to the interview dates. We are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.

Should you have any queries or would like to arrange to visit our schools please contact Stephen Hall on: **0207 739 8591** or email him: recruitment@vs.hackney.sch.uk

We look forward to receiving your application!

Deputy Headteacher
(L10-14, £56, 644 - 61,695)

Job Description

JOB PURPOSE
• All members of the school's Senior Leadership Team are expected to:
• Demonstrate leadership by example.
• Set high standards, acting as role models for colleagues.
• Show a commitment to enabling all students to maximise their achievements.
• Contribute to the provision of a safe, secure learning environment.
• Support the school's endeavours to meet the needs of its community.
• Manage staff in a way that promotes their skills, confidence and expertise.
• Participate in the school's performance management process.
• Lead assemblies.

THE DEPUTY HEADTEACHER WILL ALSO BE EXPECTED TO
• Deputise for the Headteacher.
• Have responsibility in conjunction with SLT for the development of planning, coverage and delivery of the National Curriculum and teaching and learning policies.
• Support the Headteacher in the school self review procedures, including the strategic use of analysis of performance data, and the formulation of the School Improvement Plan.
• Implement and maintain the discipline of the school.
• Carry out Performance Management of designated staff.
• Undertake other reasonable duties at the request of the Headteacher.

PERSONAL STANDARDS
• To ensure that the school's customer care standards are met and adhered to.
• At all times to carry out the responsibilities of the post with due regard to the school's position and stated ambitions

THE LEADERSHIP ASPECT OF THE ROLE WILL INCLUDE
• Having a knowledge & understanding of the National Curriculum, the SEN Code of Practice and Ofsted evaluation criteria
• To be able to work effectively as a member of a team.
• Be responsible for monitoring and reporting to parents on the progress of pupils.
• To liaise with relevant staff and organisations to ensure high standards of work and behaviour are maintained.
• • To have excellent interpersonal skills.
• To use excellent organisational skills and liaise with colleagues accordingly.
• To provide support and training for colleagues, including organising and quality assuring the implementation and delivery of any intervention programmes.
• To keep appraised with local and national developments relating to Inclusion and be able to disseminate information as appropriate.
• To be familiar with, and be able to interpret, Data Analysis to drive pupils' improvement.
• To be able to line manage staff effectively.
• To keep accurate records in accordance with the school's policies.
To have experience of dealing with outside agencies & up to date safeguarding training.
Take the role of a designated safeguarding lead in line with school policies and current Government guidelines

PERSONAL RESPONSIBILITIES
• To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
• To promote the safeguarding of children.
• To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
• To undertake training and professional development as appropriate.
• To undertake other duties appropriate to the post that may reasonably be required from time to time.

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

QUALIFICATIONS
Qualified Teacher Status, and evident of appropriate subsequent in-service training and professional development.

EXPERIENCE
• Substantial classroom experience preferably across more than one phase in at least one multicultural, inner-city school.
• Evidence of ability to work successfully as a leader and manager in a school, which will probably but not necessarily include membership of a senior management team
• Proven experience of high standards of primary classroom practice and of leading a major area of curriculum/interventions.
• Evident of use of assessment strategies, including Assessment of Learning. Use of tracking of attainment and of analysis of data.

PERSONAL QUALITIES
• Proven ability to solve problems and strategically plan for improvement.
• Commitment and willingness to meet the needs of the ethos and flexible working arrangements of a diverse inner-city school.
• Evidence of the personal and intellectual qualities required to set an example to others and to lead a team.
• Respect the views of parents, carers and children, and a commitment to the involvement of these groups in the learning process.
• Ability to communicate orally and in writing effectively with colleagues, gover-nors outside agencies and parents/carers.

KNOWLEDGE, SKILLS AND ABILITY
• Evidence of a commitment to excellence and the maximising of academic and personal achievement for all pupils.
• 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.
• Evidence of the skills and abilities required to advise and support teachers in their classroom practice, including the effective maintenance of record
• To be familiar with, and be able to interpret, Data Analysis to drive pupils' improvement.
• To be able to line manage staff effectively.
• To keep accurate records in accordance with the school's policies.
• A high level of competence in ICT .

TEACHING AND LEARNIN G
• Evidence of a good understanding of a range of teaching styles and approaches appropriate for inclusive education, • Evidence of the ability to raise achievement ensuring that the needs of individual /groups of pupils are met.

EQUAL OPPORTUNITIES
• Demonstrate a clear understanding of and a commitment to equal opportuni-ties and give evidence of effective implementation • Ability to form and maintain appropriate relationships and personal boundaries with children and young people.