



# WEST THORNTON PRIMARY ACADEMY

Creating Futures for All



## DEPUTY HEADTEACHER RECRUITMENT PACK

October 2018

West Thornton Primary Academy  
Rosecourt Road  
Croydon  
CR0 3BS

Website: [www.westthorntonacademy.org.uk](http://www.westthorntonacademy.org.uk)

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**Deputy Headteacher**  
**Closing Date: Friday 16th November (12 noon)**  
**Interview Date: Friday 30<sup>th</sup> November 2018**  
**Salary: L10-14**



**National Teaching School**  
designated by  
  
**National College for  
Teaching & Leadership**

West Thornton Academy  
Rosecourt Road  
Croydon  
CR0 3BS  
02086843497  
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[www.westthorntonacademy.org.uk](http://www.westthorntonacademy.org.uk)

**This is a unique opportunity to join a highly individual school who recognise that struggle and failure are the key to success in learning.**

We are looking to appoint a full time, non-class based Deputy Headteacher to join the leadership team at our expanding school. Particular responsibilities include;

- School Direct ITT across the Alliance
- TA induction and performance management
- External assessment arrangements
- Lunchtime, play and out of hours care
- Staff wellbeing
- Community and parent partnerships

They will be an outstanding practitioner who has a successful record of leading school improvement and can embody the vision and ethos of our school to learners, staff and parents. They will be reflective risk takers who like to stay in touch with current educational thinking and research and are ready to be a part of a school on an exciting journey.

At West Thornton we engage pupils to become skilled and self-motivated, lifelong learners, through an enjoyable, memorable curriculum. We are forward thinking and innovative in our practice which includes providing children with access to fully integrated mobile technology. Our learning environments are designed to enable children to become independent and resilient learners equipped for life beyond school in the 21<sup>st</sup> century. We have seen the excellent things that happen when we let the children lead their learning and are dedicated to continue promoting this approach. We have a committed staff and leadership team who are raising standards year on year and taking the school forward. West Thornton Academy was judged as Outstanding in its most recent Ofsted inspection in September 2012 and is an exciting place to work.

The Synaptic Trust is led by Stuart Roberts (NLE) who is also the Executive Head Teacher of West Thornton Primary, Forest Academy and The South Norwood Academy. West Thornton Primary Academy is a designated National Teaching School. Staff working for the Trust will have access to first rate CPD and further opportunities for career progression.

West Thornton Academy is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and external agencies to share this commitment. We are an equal opportunities employer. The successful candidate will be subject to an Enhanced DBS check, Medical Clearance and satisfactory Employment References. If you are shortlisted for interview, please allow the whole day for the interview process.

To apply: please use the person specification explaining why you are a suitable candidate for this role. Please note CVs will not be accepted.

If you would like to visit West Thornton Academy prior to applying, please contact Di Pumphrey to make arrangements.

For more information and an application pack, please go to: <http://thesynaptictrust.org/about-the-trust/job-vacancies>



Dear Applicant

RE: DEPUTY HEADEACHER POST

We are delighted that you are interested in applying for the advertised Deputy Headteacher post at West Thornton Primary Academy. We are looking to appoint an outstanding leader who will build on our successes and be instrumental in helping to shape our future.

At West Thornton we have a cohesive and committed group of professionals with a good mixture of experience and youth. Our children are lovely, they are well behaved and keen to learn, but many come from very disadvantaged backgrounds and face many personal challenges in their lives. Directors, therefore, believe strongly that our children are entitled to the very best education possible so that they are well prepared to succeed in their future lives. The focus for West Thornton is, therefore, all about "*Creating Futures for All*".

Directors believe that to achieve this aim we need to cement the partnership working with other academies in the Trust and our Teaching School. Directors also believe that we must appoint a Deputy Head who shares our vision and ambition for the school and most of all, for our children. This is a brilliant opportunity for a person with leadership experience to work with the Senior Leadership Team and to develop their own skills and experiences further, as well as offering inspiring leadership to the rest of the school.

Governors are seeking to appoint someone who: is aspirational not just for themselves but for our children; has high expectations and is able to role model the very best of practice, as well as develop our staff professionally so they can deliver outstanding outcomes and is also creative and able to think and plan strategically.

Visits to the academy are encouraged. If you would like to arrange a visit please contact West Thornton on 020 8684 3497 and our Head of School will be happy to show you around.

We look forward to receiving your application form. Your application should address the various sections of the job specification and be in school before midday on **Friday, 16<sup>th</sup> November 2018**. Interviews will take place on **Friday, 30<sup>th</sup> November 2018**.

Best wishes

*Stuart Roberts*

CEO and Principal

## Job Description: Deputy Headteacher

**Reporting to: Principal**

**Grade: L10 to L14**

**Permanent contract**

### *Main Purpose of the job:*

To provide leadership and management, in conjunction with the Head of School and the senior management team, which secures high-quality teaching and learning and raises standards of outcomes.

Main responsibilities include;

- School Direct ITT across the Alliance
- TA induction and performance management
- External assessment arrangements
- Lunchtime, play and out of hours care
- Staff wellbeing
- Community and parent partnerships

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description as agreed with the Head of School.

### *The Deputy has the authority to:*

- Deputise for the Head of School when requested by the Head of School and in the absence of the Head of School.
- Implement rewards and sanctions within the school policies and procedures.
- Liase with parents or other responsible adults and with professional staff in accordance with the school policies and procedures.

### *The Deputy is entitled to:*

- Performance Management Annual Review.
- Training and development within the school's inset and in accordance with the staff development policy.
- Appropriate professional support from the Head of School.
- To be consulted before any change is made to this job description.

## Key accountabilities

### *Strategic direction and development of the school*

- To lead by example, provide inspiration and motivation, and embody for the pupils, staff, governors and parents, the vision and purpose of the school
- To further the ethos of the school and provide vision and direction, through personal example, which secures effective teaching, successful learning and outcomes for all pupils and sustained improvement in their spiritual, moral, social, cultural, mental and physical development
- Secure the commitment of parents and the wider community to the vision of the school, through good day-to-day communications and attendance at PTFA functions

- To assist the Head of School to work with the whole school community to implement the school's strategic improvement plan, underpinned by sound financial planning to secure improvement.
- To assist the Head of School to ensure that all those involved in the school are committed to its aims, motivated to achieve them and meet long, medium and short-term objectives and targets that secure the educational success of the school.
- To assist with ensuring that the management, finance, organisation and administration of the school supports its vision and aims.
- To help to ensure that policies and practices take account of national, local and school data and inspection and research findings.
- As part of the School Leadership Team help to monitor, evaluate and review the effects of the school's policies, priorities and targets and recommend action if necessary.

### *Leadership of teaching and learning and evaluation*

- Create and maintain a learning environment, which promotes and secures good teaching, highly effective learning, high standards of outcomes, impeccable behaviour and discipline
- Alongside the Head of School and Senior Leadership Team continue to organise and implement the curriculum and its assessment; analyse data, monitor and evaluate outcomes and data in order to identify and act on areas of improvement
- Ensure effective teaching of literacy, numeracy and information communication technology skills
- Monitor and evaluate the quality of teaching and standards of learning and outcomes of all pupils, including those with special educational or linguistic needs and Most Able pupils, in order to set and meet challenging, realistic targets for improvement
- Further develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning
- Create and maintain an effective partnership with parents to support and improve pupils' outcomes and personal development

### *Leading and management of staff*

- Help staff across the school to build and maintain constructive working relationships with pupils.
- Establish clear expectations and constructive working relationships among staff of each key stage (including EYFS), through team-work and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability.
- Sustain own motivation and that of the other staff.
- Lead professional development of staff through example, coaching and support, and co-ordinate the provision of high quality professional development, drawing on other sources of expertise as necessary, for example, higher education, LA, subject associations.
- Work with the other Deputy Head Teacher to ensure high quality training, monitoring and support is provided during the induction of new staff and for trainee teachers.
- Assist teachers to achieve expertise in their subject teaching.

### *Efficient and effective deployment of staff and resources*

- Help to manage, monitor and review the range, quality, quantity and use of all available resources, across the school, in order to improve the quality of education, improve pupils' outcomes, ensure efficiency and secure value for money.

### *Administration*

- Establish and maintain regular communication flow (internal and external)
- To keep records and carry out procedures to satisfy school policies, systems & structures

### *Specific responsibilities of the Deputy*

- **Lead School Direct ITT across the Alliance including HE provider and UCAS systems management, School Direct programme development, training and trainee mentoring from recruitment to the awarding of QTS.**

- To lead and manage the induction and appraisal processes of all learning support staff in the school.
- Remain up to date with external assessment and reporting arrangement and lead external assessment arrangements for EYFS, KS1 phonics, KS1 SATs and KS2 SATs.
- Be responsible for the development of lunchtime, play and out of hours care.
- Work with the Senior Leadership team to promote and lead staff wellbeing including managing staff sickness.
- Overtly promote the values and achievements of the Academy and the Trust to the community and develop parent partnerships
- Provide leadership to ensure a positive ethos for learning.
- Hold staff to account for pupil progress and high quality teaching and learning across the school.
- Support the senior leadership in the evaluation of whole school monitoring including preparation of reports and target setting as required by the Head of School
- Engage in the work and opportunities put forward by working with the Teaching School – West Thornton Teaching Alliance
- To deputise for the Head of School in her absence.
- Undertake such reasonable activities as the Head of School and Governors may, from time to time, require.

## Person Specification: Deputy Headteacher

Please refer directly to the statements listed on this person specification when writing your letter of application. Short listing is based on the **quality of evidence** candidates provide for each part.

The following criteria will be used for selection purposes:

### *Qualifications*

Qualified teacher status  
Graduate level qualification  
Evidence of recent professional development

### Key skills and attributes

#### *1. Leadership skills, attributes and professional competence:*

- Work effectively to support the Head of School through consultation;
- Help to create and secure commitment to the vision of the school;
- Initiate and manage change and improvement in pursuit of the school's strategic objectives;
- Experience of deploying, leading, motivating, supporting, challenging and developing staff and resources to meet specific objectives.
- Prioritise, plan and organise;
- Lead teams and direct and co-ordinate the work of others to secure improvement effectively;
- Support a high performing team;
- Work as part of a team;
- ICT confident
- Motivate and inspire pupils, staff, parents, governors and the wider community;
- Set standards and provide a role model for pupils and staff;
- Seek advice and support when necessary;
- Deal sensitively with people and resolve conflicts; and
- Demonstrate good judgement

#### *2. Display the following attributes of:*

- Personal impact and presence;
- Resilience;
- Adaptability to changing circumstances and new ideas;

- Energy, vigour and perseverance;
- Reliability;
- Enthusiasm;
- Intellectual ability;
- Integrity;
- Commitment; and
- Pro-active problem solving

*3. Have professional competence and expertise to:*

- Command credibility through the discharge of your functions to influence others;
- Provide professional direction to others in your areas of responsibility;
- Use appropriate leadership styles in different situations; and
- Ability to monitor and evaluate the quality of teaching, learning, assessment and standards of pupil outcomes to secure sustained improvement

*4. Decision making skills: the ability to investigate, solve problems and make decisions in conjunction with others. Be able to:*

- Collect and weigh evidence, make judgements and take decisions;
- Analyse, understand and interpret relevant information and data;
- Think creatively and imaginatively to solve problems and identify opportunities; and
- Use benchmarks and set targets for improvement

*5. Communication skills: the ability to make points clearly and understand the views of others. Be able to:*

- Communicate effectively orally and in writing with a range of audiences;
- Negotiate and consult effectively with all support staff, parents and governors;
- Manage good communication systems across the school; and
- Chair meetings effectively

*6. Self-Management: the ability to plan time effectively and to organise oneself well. Be able to:*

- Prioritise and manage your own time effectively;
- Work under pressure and to deadlines;
- Be self-motivating;
- Achieve challenging professional goals; and
- Take responsibility for your own professional development in conjunction with the Head of School

# How to apply

If you would like more information about this post, or to arrange a time to visit us, phone the school office:

**0208 6843497**

Further information about the school can be found by visiting our website

**[www.westthorntonacademy.org.uk](http://www.westthorntonacademy.org.uk)**

Please apply on line using the TES website or at:

**Email:[office@westthorntonacademy.org.uk](mailto:office@westthorntonacademy.org.uk)**

Application Deadline:

**16<sup>th</sup> November 2018 (12.00 noon)**

Interview Date:

**30<sup>th</sup> November 2018**

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