



# Perivale

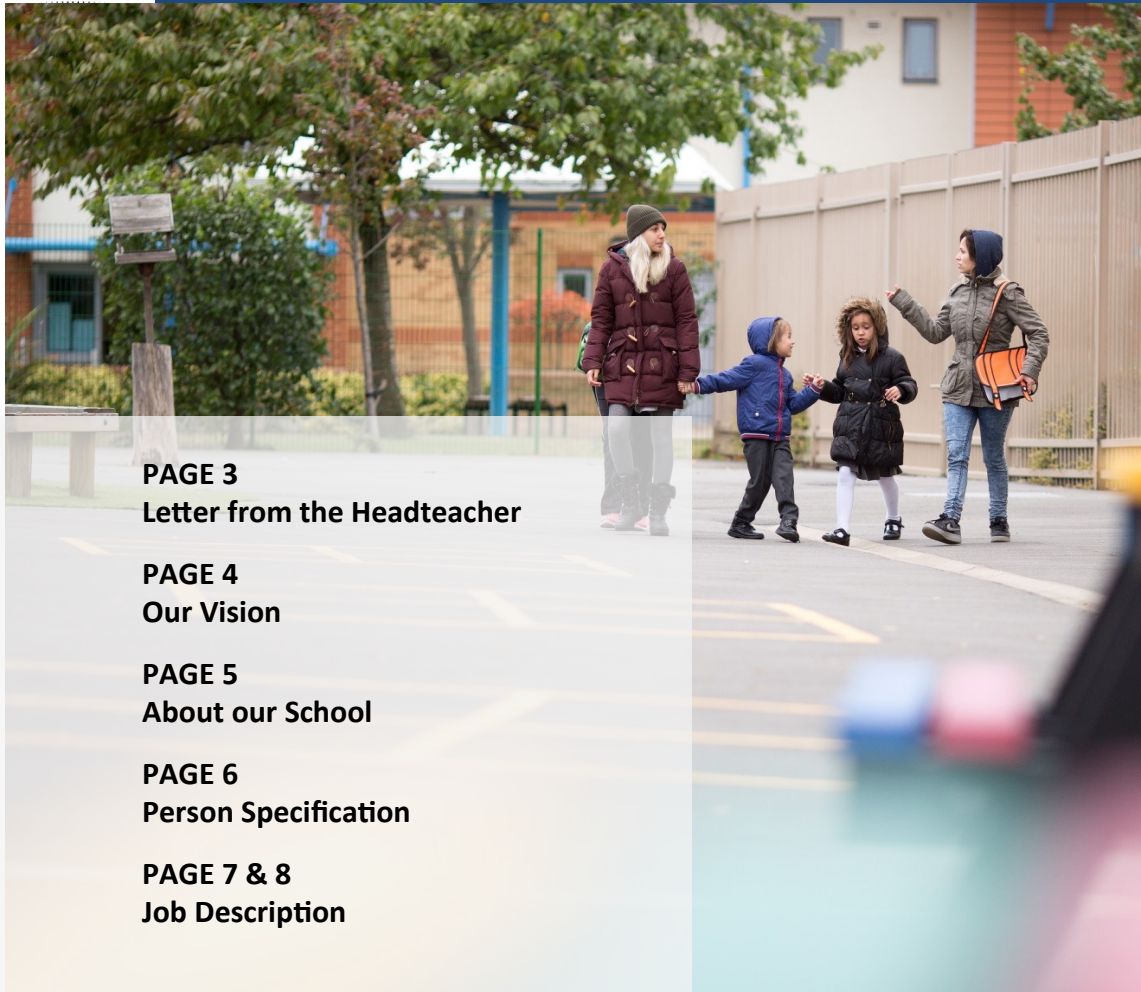
## Primary School

### Deputy Head Teacher

### APPLICATION PACK

September 2017





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Dear Applicant,

Thank you for showing an interest in Perivale Primary School.

Perivale Primary School is a popular two form entry school with a children's centre located on site. We are based in the heart of Perivale and have good transport links with Alperton and Perivale tube stations close by.

Our current Ofsted Inspection in June 2017 graded the school as "Outstanding".

Perivale is part of a Teaching School Alliance and a Challenge Partners hub. These two networks provide collaboration and professional development for all staff.

We are looking for a Deputy Head Teacher who shares our passion for learning and a philosophy that all pupils deserve the best and who is committed to giving their best.

The Deputy Head Teacher will be working in close partnership with me and there will be a real opportunity to help shape the future of this school.

Visits to the school are encouraged and warmly welcomed. If you would like any further information, an informal chat or to arrange a visit, please contact Yvonne McDonald on 020 8997 0619 or by e-mail to

[ymcdonald@perivale.ealing.sch.uk](mailto:ymcdonald@perivale.ealing.sch.uk)

We look forward to hearing from you.

Yours faithfully,

Sarah Wilson  
Head Teacher





### Education For Life

Our aim at Perivale is to be a school where children and adults work together to develop an education for life. We want all our children to maximise their talents and abilities in order to reach their full potential.

We are proud of the children who attend Perivale and all of their achievements.

### Our Vision

*Perivale Primary School shares a vision of individuals who exceed expectation and enjoy education. Where excellence is at the centre of all we do.*



### What matters to us

- We have a commitment to maintain and improve high standards. The diversity of the community and the inclusive ethos of the school are a strength at Perivale.
- We are committed to all aspects of our children's education and development and parents share with us in making this a successful start for their children.
- We create opportunities for children to continue to develop curious, enquiring minds, to support their academic achievement.

### Five things we do

- *Maths Mastery*
- *Topic based teaching*
- *PiXL*
- *Accelerated Reader*
- *Art of writing*





### KEY SCHOOL INFORMATION

Age Range	3-11		
Location	Perivale		
Type	Community		
Senior Leadership Team Structure	Headteacher		
	Deputy Headteacher		
	Assistant Headteacher Inclusion		
	Assistant Headteacher EYFS/ KS1		
	Assistant Headteacher KS2		
Senior Management Team Structure	School Business Manager		
	4 Phase Leaders		
Number of Teaching Staff	Headteacher plus 20 teachers		
Number of Additional Staff	39		
Number of Children	465		
% of FSM	24%		
% of SEN (EHCP & School% of EAL Supported)	15.2% SEN, 0.4%EHCP, 85% EAL		
Foundation Stage Results 2-016	Good level of development	Average point	All learning goals
	71%	34	70%
Year 1 Phonic Screening Test Results	87%		
Key Stage 1 Results 2016	R74%, W63%, M 72% RWM59%		
	Higher Standard:		
	R16%, W12%, M22%, RWM10%		
Key Stage 2 Results 2016	Test Results:		
	R73%, W85%, M77%, EGPS77%, RWM67%		
	Higher Standard:		
	R31%, W29%, M35%, EGPS 52%, RWM15%		



### Qualifications

- Qualified Teacher Status
- Recent and relevant professional development
- A leadership and management qualification (desirable)

### Experience

- Significant successful experience of working as a senior leader.
- Evidence of supporting other staff to develop and improve effective teaching and learning.
- Successful experience leading a significant area or phase.
- Achievement in raising standards in key aspects of the school.
- Significant experience of rigorous self-evaluation.
- Significant experience of working in a culturally diverse school.

### Professional Knowledge

- Understanding the role of the Deputy Headteacher, including leadership and management and current developments in primary education. This also includes managing change and complex tasks.
- A thorough knowledge of the requirements of the National Curriculum; Early Years Foundation Stage, taking into account entitlement of equal opportunities and inclusive education for all pupils.
- Thorough knowledge of current statutory requirements, including safeguarding and equalities and their practical implications for the work of primary schools.
- Thorough understanding of how assessment of learning drives school improvement.
- Thorough understanding of all aspects of teaching basic skills across the curriculum and the school.

### Professional Skills and Abilities

- Ability to work as a strong and effective leader through knowledge and understanding of exemplary teaching practice, teamwork and working within a local community of adults and pupils from a diverse cultural background.
- Proven ability to promote and achieve high standards of learning and attainment across the primary range through an understanding of a range of teaching and learning styles and the use of formative assessment.
- Well developed inter-personal and management skills to provide strong leadership and to promote a clear vision for the school.
- Proven ability to deal successfully with situations that may include conflict resolution.
- Analytical skills in order to use data to evaluate performance and plan appropriate courses of action for improvement.
- Ability to identify the professional development needs of a range of staff through performance management and support.
- Ability to manage finances and resources
- Knowledge, skills and enthusiasm to promote the use of ICT across the school.
- Experience of working effectively with children, staff, parents, governors, the community and outside agencies to promote inclusive initiatives.
- Evidence of the ability to promote a positive ethos and pride in the school and its physical environment together with high standards of discipline and behaviour.
- A commitment to ensuring that all pupils have the opportunity to participate in a range of activities.
- Ability to work with other schools and community agencies to develop partnerships and learning networks.

### Commitment to

- Sharing good practice across the Teaching School Alliance and Challenge Partners.
- Professional self-development
- Safeguarding and promoting the welfare of children and the ability to engage staff and volunteers in making it happen.







The Job Description should be read alongside the range of duties and responsibilities of Headteacher as set out in the current Teachers' Pay and Conditions Document part 6 and National Standards for Headteachers.

### Job title:

### Deputy Headteacher

### Salary:

L13 –17 £59,778 - £65,185

### Start date:

September 2017

### Purpose of the post

To lead, organise, manage, and develop Perivale Primary School and Children's Centre in order to promote the highest possible standards and to maximise the attainment and development of all pupils.

### Main purpose of the job:

- To assist the Head Teacher through professional leadership and management of the school.
- To share in the corporate responsibility for the well-being and discipline of all pupils.
- To deputise for the Head Teacher in her absence.
- To support, hold accountable, develop and lead the staff to ensure high quality teaching, effective use of resources and improved standards of learning and achievement across the school
- To develop, review and evaluate the assessment policy, practice and procedures.
- To develop, review and evaluate the curriculum policy, practice and procedures.
- To be responsible for the management and coordination of staff development.
- To assist the Senior Leadership Team with child protection issues and for promoting and safeguarding the welfare of children and young people within the school.
- To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions document including the conditions of employment for deputy head teachers and the school's own policy.

### Priorities and responsibilities

Your current priorities will be:

- Targets detailed within your performance management review.
- Whole school priorities detailed within the School Improvement Plan.

### Professional Responsibilities:

The post holder will be required to exercise their professional skills and judgment to carry out the following professional duties:-

### Strategic direction and development of the school

The Deputy Head Teacher works with the Leadership Team and Governors to develop the strategic view for the school in the community and contributes to the leadership and management of the school.

The Deputy Head Teacher will:

- Support the Head Teacher and Governors in developing the vision for the school and establishing the role of the school in the community.
- Contribute to the creation, implementation and evaluation of the School Improvement Plan.
- Deputise in the absence of the Head Teacher to ensure the smooth running of day to day provision and the continued fostering of good relationships with parents, governors, the community and neighbouring schools.
- Together with the rest of the Leadership Team ensure rigorous and accurate self-evaluation, including reviews of the standards of leadership, teaching and learning, consistent with school self-evaluation procedures.
- Support the school's self-evaluation cycle by developing and organising varied, stimulating and relevant staff meetings and training days throughout the year.

- Contribute to the development of effective organisation and administrative systems which support the aims of the school.
- Manage school policies, practices and plans using national, local, school and inspection data to inform decision making.
- Inform the Head Teacher of relevant and appropriate issues.
- Contribute effectively to the development of a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum and which contributes to preparing pupils for the opportunities, responsibilities and experiences of later life.
- Actively contribute to the development of all aspects of school life to ensure innovation; forward thinking and creativity remain at the heart of the school's purpose.
- Promote opportunities for networking with other schools.

### Teaching and Learning

The Deputy Head Teacher works with the Senior Leadership Team and Governing Body to create and maintain a culture and environment that promotes and secures good teaching, effective learning, and high standards of achievement, progress and good behaviour.

The Deputy Head Teacher will:

- Provide clear educational direction for the school ensuring all staff recognise their accountability for the success of the school.
- Contribute to the establishment and maintenance of policies which promote high quality professional practice and define curriculum content.
- Ensure effective monitoring and evaluation of the quality of teaching and standards of achievement of all pupils.
- Ensure basic skills are a key focus area across the school.
- Establish and sustain a learning culture which promotes innovation and creativity in delivery of the curriculum and monitor and evaluate its implementation.
- Maintain our effective partnership with parents to improve children's achievement and personal and social development.
- Ensure that planning and assessment practices provide opportunities for reflection and feedback to develop and sustain children's learning.

### Assessment Leader

As lead on Assessment, the Deputy Head Teacher works to develop the Assessment for Learning policy and practice in line with school improvement priorities.

The Deputy Head Teacher will:

- Develop whole school assessment techniques.
- Manage the unified assessment recording system.
- Organise and lead staff training on assessment techniques.
- Assist subject leaders in rigorous assessment data analysis.
- Assist the Senior Leadership Team in identifying specific target groups within the school and overseeing the tracking of identified pupils.
- Lead on the analysis of the end of key stage results and their implications for classroom delivery.
- Assist the Head Teacher in the target setting process.
- Assist staff in the identification of pupils requiring additional English and Maths support and monitor the effectiveness of this support with regard to pupil progress.
- Analyse summative data and advise the Leadership Team and Governing Body on necessary developments within the school.



### Leading and managing staff

Working with the Senior Leadership Team the Deputy Head Teacher will lead, motivate, support, challenge and develop staff to secure improvement.

The Deputy Head Teacher will:

- Support the Head Teacher to ensure that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers.
- Line manage the Assistant Head Teachers and Middle Leaders.
- Contribute to the implementation of effective systems for the management of all staff performance, incorporating Performance Management leadership and line management responsibility.
- Oversee the induction of newly appointed staff and provide coaching and mentoring for newly qualified teachers.
- Oversee the effectiveness of the TA; School Meals Supervisor
- Support the planning and delivery of a staff development programme based on an assessment of needs identified through Performance Management and the Improvement Plan.
- Create opportunities for coaching, peer coaching and peer learning (within and beyond the school) to enhance learning and effective classroom practice
- Motivate and support staff to enhance their teaching repertoires and develop innovative practice through continuing professional development.

### Efficient and effective deployment of staff and resources

Working with the Head Teacher the Deputy Head Teacher will contribute to the deployment of people and resources efficiently and effectively to meet the specific objectives of the School Improvement Plan.

The Deputy Head Teacher will:

- Work with Governors and the Head Teacher to recruit and appoint staff.
- Support the Head Teacher to manage and organise accommodation and resources efficiently and effectively to meet the needs of the children.

### Performance Measures ~ Accountabilities

- Take an active role within the Leadership Team of the school, driving forward school improvement priorities and relevant educational initiatives.
- Be an outstanding role model taking specific responsibility for leading learning.
- Demonstrate a thorough, up to date knowledge of current educational initiatives and Government policy and take a leading role in planning their implementation within the school.
- Develop procedures to monitor standards of teaching, learning and achievement within the school, and evaluation systems to determine impact on pupil learning and future development priorities for both Self Evaluation and Improvement Plan.
- Lead colleagues in the setting, review and evaluation of Performance Management Objectives and School Targets resulting in a tangible impact on pupil learning.
- Provide regular progress reports and updates for the Leadership Team and Governors ensuring they are fully aware of all successes, issues and concerns.
- Audit, manage and monitor any specific delegated budget.
- Ensure in collaboration with Head Teacher / Leadership Team / Governors that the Improvement Plan reflects school priorities and is value for money.
- Promote the ethos of the school and its standing in the wider community.
- Promote and protect the health and safety welfare of pupils and staff and take responsibility for safeguarding the welfare of children and young people within the school.



### Management of Staff

The post holder has performance management team leadership and line management responsibility for Assistant Head Teachers; Middle Leaders and Midday Supervisors.