



Royal Russell

Junior School Recruitment Information Deputy Head (Learning and Teaching) January 2018 (or sooner if possible)



Royal Russell School
Coombe Lane
Croydon
CR9 5BX
www.royalrussell.co.uk

Patron: Her Majesty, The Queen

Thank you for your interest in joining the Royal Russell team

Royal Russell is a financially sound, happy, successful, forward-thinking school, providing an excellent education that is a personal experience for every child.

You'll be joining a team of enthusiastic and talented staff, who give their energy, time and passion to ensure that every pupil achieves the very best they can.

Our girls and boys are remarkable and a pleasure to teach. They are tolerant, respectful, fun and giving. We expect them to work hard, support each other and take risks in the pursuit of personal development and to become confident and resilient young people.

We provide a rich and varied programme of co-curricular activities, excursions and cultural experiences for all pupils to enjoy and our staff are fully immersed in developing and delivering this programme outside of the core school day.

Our pupils matter to us. They are nurtured, valued and praised and given opportunities and challenges where they are allowed to enjoy their success and learn from their failures. Effort and endeavour is recognised and rewarded and not doing one's best is simply unacceptable.

We are a family school, with a strong sense of community. Positive relationships with our parents are crucial and our staff take the time to build and nurture productive partnerships.

We have an exciting and ambitious development plan that embraces new technology and provides for significant investment in new facilities, including the eventual rebuilding of The Junior School as part of a wider property development master plan.

In March 2016 [The Independent Schools Inspectorate](#) judged us as 'Excellent' in all areas of school life.

If we are a school that appeals to you, and you are looking to make your mark, get involved and make a difference, I look forward to hearing from you.

James Thompson, Headmaster





Royal
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Our School

Royal Russell is an exceptional independent Day and Boarding school for girls and boys from Nursery to Sixth Form.

Royal Russell was founded in 1853 as a charity to look after orphan children of the textile trades, providing a home, a family and an education to those in need. We are proud of our long and distinguished history that has seen our school grow and evolve over the past 160 years. Reference to our heritage can be seen throughout our school in the beautiful original architecture, blending effortlessly with 21st century facilities for Sport, Music, Drama, Science, Media Technology and the Arts.

We are privileged to have enjoyed Royal Patronage since our foundation. Our current Patron, Her Majesty the Queen, has visited our school on four occasions, most recently in 2003 when she joined in celebrations to mark our sesquicentennial year and opened our Library and Sixth Form Centre. Prince Edward officially opened our Performing Arts Centre in 2011.

Our Junior and Senior Schools share our beautiful 110 acre university style campus, comprising of fields, natural woodland and stunning, newly-built sports facilities. Whilst enjoying a secluded, parkland environment, our excellent public transport links mean that we are only 10 minutes from the Croydon town centre and 30 minutes from central London. This enables us to draw pupils from both our local community and a wider catchment area.

Royal Russell is a popular school and recruitment is buoyant. With 1034 pupils, our school is full, with waiting lists operating in most year groups. There are 340 girls and boys in the Junior School, 516 in the Senior School and 178 in our Sixth Form. 128 of our Senior School and Sixth Form pupils board full time in one of our three homely boarding houses.

Our total number of staff exceeds 250, with 125 teaching and classroom staff providing academic and pastoral support.

Whilst academically selective, at all ages, we seek to admit a carefully balanced community with a wide range of interests, talents and skills.

Pupils are taught in small classes and enjoy spacious, well-equipped classrooms, the latest technology, plentiful resources and ample room to flourish.

We have a strong reputation for outstanding pastoral care. This is delivered through our class teachers, teaching assistants and specialist staff who look after the academic, social and emotional welfare of groups of pupils. We provide a calm, safe and stimulating environment where our girls and boys feel happy and secure and so enjoy coming to school.

Our Chapel is at the heart of our school and welcomes pupils and staff of all faiths, and none, for quiet reflective thought during the busy working week.

Royal Russell is a giving community and we enjoy supporting each other, both in our daily school lives and in the charitable fundraising that brings us together in purposeful endeavor and encapsulates our school motto 'Non Sibi Sed Omnibus'.

Royal Russell is a happy school, where pupils, parents and staff feel valued for their individual and collaborative contributions to our success.



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Junior School Deputy Head (Learning and Teaching)

Dear Applicant,

Thank you for your interest in working at Royal Russell Junior School. The School is at a very exciting stage of its development with strong pupil numbers and a great deal of interest in our coeducational offer. We have ambitious plans for the future development of our wonderful park land site, as part of our property masterplan which will eventually see us building a new Junior School.

Following the appointment of the current Deputy to Headship this is a new post within the Junior School Leadership team and you would work in tandem with the Deputy Head Operational (DHO) to deliver our vision and take the school forward through 2020 and beyond. This is an ideal post for somebody who is academically ambitious and aspires to Headship in the future.

The role of Deputy Head (Learning and Teaching) is suitable for those with a passion for learning and teaching who are prepared to innovate in the classroom and challenge staff with new pedagogy. Blended learning and the introduction of new technology all demand strong leadership and direction. The DHLT will have a direct impact on pupil outcomes and work within a Leadership Team for the Junior School to ensure the future academic success of the pupils. The DHLT will manage a group of Subject Coordinators, The Head of Learning Enrichment and Librarian to ensure that all pupils are suitably supported on their learning journey.

The DHLT will also be a key member of the whole school leadership team (3-18) and will report to Governors on a termly basis.

If you have an outstanding track record in academic leadership and are willing to take on new ideas and challenges within a 3 to 11 age pupil environment, this is the post for you.

The attached information gives an outline of the wonderfully supportive atmosphere here at Royal Russell and I look forward to welcoming interested and suitably experienced candidates to join the team at this important stage of the School's development.

With best wishes



James Thompson
Junior School Headmaster

Job Description

Job Title: Junior School Deputy Head (Learning and Teaching (DHLT))
Reports To: Junior School Headmaster
Responsible for: Head of Learning Enrichment
Subject Coordinators (see Leadership and Management Chart)

Job Purpose:

- To lead all learning and teaching matters and academic initiatives within the School community.
- To lead and manage the pastoral care of two houses allocated to the role, from Nursery to Year 6.
- Together with the Deputy Head (Operational (DHO)) and members of the JSMT, support the Headmaster in the effective leadership and management of the School and if required, deputise for the Headmaster in some of his duties.
- In addition to their leadership role, the DHLT will teach a reduced timetable (0.2) as may be required by the Headmaster in accordance with the policies and schemes of work laid down by the School.

Main Duties and Responsibilities:

In addition to the general responsibilities defined in the Job Description for teachers, the DHLT is expected to assume the following responsibilities:

Teaching, Learning, Assessment and Achievement:

- In conjunction with Subject Leaders and JLT, overseeing the academic curriculum and leading its development in line with national and school curriculum changes
- Implementing and managing the Junior School Reporting system in conjunction with the iSAMS manager
- Managing arrangements for the conducting of assessments and reporting
- Timetabling in conjunction with the Deputy Head Academic in Senior School, to include timetables for Teaching Assistants
- Devising and developing systems to track pupil progress with the specific intention of improving children's learning through responsive planning
- Analysing data relating to pupil progress and keep the Headmasters and Governors up-to-date as appropriate
- Analysing and uploading annual academic performance data to ISI
- Keeping well informed and up-to-date about knowledge specific to pertinent areas of responsibility including new government initiatives and disseminating academic information to the relevant staff
- Overseeing and guiding Subject Leaders in their roles, including lesson observations and work scrutiny
- Overseeing the implementation and updating of schemes of work and other departmental documentation
- Co-ordinating and undertaking lesson observations and learning walks in order to ascertain areas of excellent practice and sharing these amongst staff
- Making suggestions for co-ordinating and organising appropriate school-based and externally based INSET for the staff
- Overseeing the mentoring and appraising of Newly Qualified Teachers so that they pass their induction year
- Inducting and mentoring volunteers and work experience students
- Taking responsibility for the Appraisal system so that appraisals take place in accordance with the agreed timescales and objectives are set and progressed
- Providing a termly Report to Governors on the academic progress and development in the Junior School



Other Responsibilities:

- Supporting Phase Leaders with pastoral concerns as relevant to your Houses as and when required
- Liaising and communicating openly with pupils, parents and staff of the relevant houses
- Pro-actively demonstrating the 3 Cs and implementing the Behaviour Policy, maintaining high standards of behaviour and discipline at an age appropriate level
- Ensuring the safety and wellbeing of children and young people at the School, by ensuring Staff are up to date, adhering to and complying with the School's Safeguarding and Child Protection Policy at all times
- Ensuring that all matters relating to administration and organisation of the Junior School are communicated regularly, efficiently and effectively to the Headmaster, Senior Leadership Team, staff, pupils and parents through both formal and informal procedures
- Maintaining regular liaison between Phase Leaders, staff and the Headmaster, sharing ideas, information and suggestions
- Creating, implementing, developing and up-dating relevant policy and practice documents, including the Annual Development Plan and sharing these regularly with the appropriate members of staff, providing guidance to staff where the need arises
- Promoting and marketing the School to both current and prospective parents including giving tours to prospective parents and assessing pupils so that the Junior school continues to exceed targets for pupil recruitment
- Pro-actively developing links between the Junior and Senior School in order to facilitate pupil progression
- Inducting new staff into the School and acting as a point of contact for new members of staff so that they quickly settle in and pass their probationary year
- Communicating with Junior School staff to ensure ongoing school improvement in line with the Annual Development Plan, documenting developments within the Self Evaluation Form and monitoring to ensure targets are met
- Coordinating Governors visits to the Junior School so that they receive a positive image of the School
- As an active member of the School Leadership Team (SLT), Junior Leadership Team (JLT), proposing items for discussion and ensuring full implementation of all agreed actions
- Monitoring and reviewing the Parent and Staff Handbooks on an annual basis
- Assisting in the recruitment process of staff, including formulating job descriptions, tours, interviews and lesson observations

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. This job description is additional to that of a class teacher at Royal Russell School.

Person Specification

Qualifications

- Graduate with QTS
- Evidence of Continuing Professional Development

Experience

- Experience of delivering high quality learning and teaching across the Primary age range
- Experience of managing staff
- Experience of strategic leadership within the Primary age range
- Working knowledge and experience of the Statutory Framework EYFS (desirable)
- Excellent practitioner and advocate of modern teaching and learning methods including the use of ICT and mobile technology
- Evidence of leading positive change resulting in school improvement

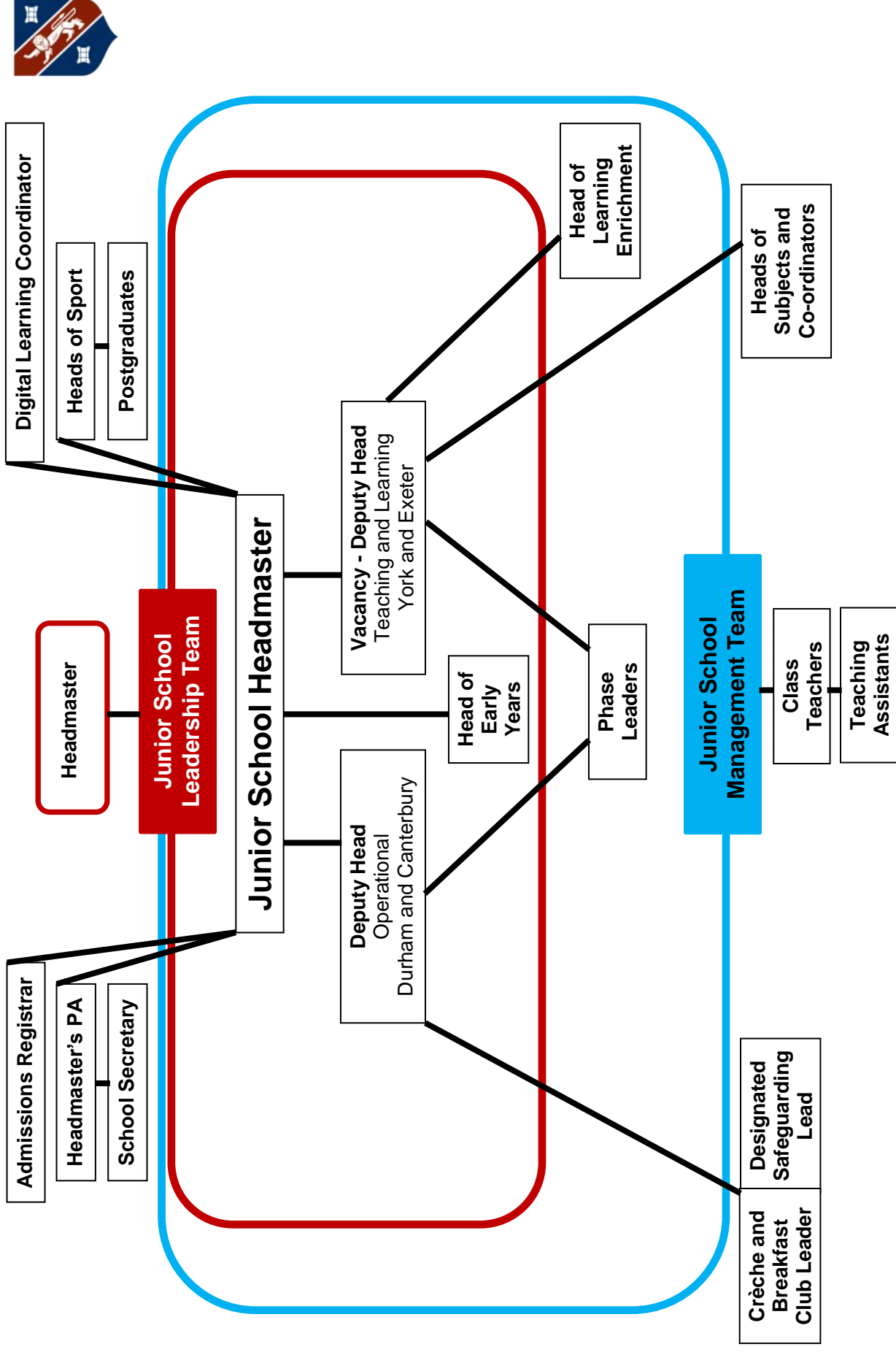
Knowledge, Skills and Attributes

- A good understanding of the relevant requirement for welfare compliance
- A good understanding of the relevant curriculum frameworks for the Primary age range
- Effective communication skills with a proven ability to build a positive and collaborative rapport with pupils, parents and staff
- Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity
- Ability to work independently and on own initiative; take responsibility for own professional development

Selection Process and Timeline

If you are interested in joining us, please visit <http://www.royalrussell.co.uk/Vacancies> where you will find further information on this position and an application form. Alternatively email hr@royalrussell.co.uk or call the School on 0208-657-4433 to request the job details and an application form.

A fully completed application form which includes a supporting statement outlining the extent to which you meet our requirements as set out in the person specification, and details of two referees, one of which should be a current or most recent employer should be emailed to hr@royalrussell.co.uk by **12 noon on Wednesday 21st June 2017**. References may be taken up before interview. Applications will be considered on receipt. Interviews will be held in **w/c 26th June 2017**. If you have not heard from us by **Friday 23rd June 2017** you should presume that you have not been successful on this occasion.



Employment Benefits at Royal Russell

Workplace Benefits

Salary

Royal Russell recognises and rewards leadership and teaching excellence. We have our own pay and grading structure, which is above SNS, and system of career and pay progression, both for teachers and leaders. In addition we offer allowances for specific pastoral and academic responsibilities. Our typical teaching year is approximately 36 weeks including INSET days.

Pension Scheme (TPS)

All Royal Russell teachers between the ages of 18 and 75 are eligible to belong to this scheme and will become members unless they manually opt out themselves.

Life Insurance

All Staff receive life cover at 3 x annual salary either through the TPS or through the School's own insurance policy.

Free Parking

Ample on-site parking is available to all staff. We also have excellent public transport links via rail, bus and Croydon Tramlink, which stops outside our school.

School Meals

Free lunch may be taken in the school dining hall when the kitchen is in operation. Healthy well balanced meals are available. Breakfast and supper are provided to staff running activities at the beginning and end of the school day. Teas and coffees are available throughout the day in the common rooms.

Training and Development

We show loyalty to our staff through extensive training and advancement opportunities. The school will provide financial support to staff undertaking external courses of study that are of benefit to us and the member of staff. Staff are encouraged to undertake research that will develop our educational provision.

Personal Benefits

Employee Assistance

Royal Russell subscribes to Worklife Support, which offers a free and confidential telephone counselling service and is available 24 hours a day, seven days a week.

Fitness and Well-being

Our on-site swimming pool, floodlit astro-turf and tennis courts can be used by staff at designated times. The school cross-country course provides a testing challenge for the more energetic!

Medical Centre

We are extremely fortunate to have our own Medical Centre on site, with three fully qualified nurses which staff can use for friendly support and advice.

Family Friendly Benefits

Parental Leave

Enhanced Maternity, Paternity, Parental and Adoption Leave benefits all contribute to our first rate offering to staff with families.

School Fees

Staff are entitled to a discretionary discount of up to 50% on Royal Russell school fees (pro rata for part-time posts).

Before and After School Care

A highly subsidised Breakfast Club and after school Crèche is available to all staff with children in Royal Russell Junior School.

Childcare Vouchers

All staff who pay for registered or approved childcare such as day nurseries, child-minders and before and after school care, may join the Childcare Voucher scheme provided through Computershare.

Super Camps

Staff are entitled to a discount of between 25-50% on Ofsted's 'Outstanding' rated Super Camps, run during the school holidays on the Royal Russell campus.

School Uniform

All staff can receive a 10% discount on school uniform at Hewitts of Croydon.

5 more reasons you'll be happy at Royal Russell

You'll be working in one of London's most popular and forward thinking schools
You'll enjoy the support, and the company, of our committed and friendly staff
You'll work with the most lively and interesting bunch of pupils you could meet
You'll have the best school meals you'll ever eat
The Christmas Party!



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