

Chadwell St Mary Primary School



Applicant's Information Pack



March 2017

Dear Applicant,

Thank you for your interest in our school. Chadwell St Mary Primary is a vibrant, busy school with strong partnerships between staff, pupils and parents. Whilst we have a long list of expectations- leadership in a small school is very different to leadership in a larger setting- we are looking for an individual who has drive, ambition and is ready and able to learn 'on the job'- if this is you then Chadwell St Mary is the ideal place for you to take the next step in your career.

In September 2016 we became an Academy when we joined South West Essex Community Education Trust (SWECET) and we work closely with staff from the other schools. For pupils there are opportunities to work in different schools and have access to resources not usually available in the Primary phase. For staff at all levels our partnership means that we can collaborate, share expertise and access support. We have planned exciting projects together, such as a collaboration called 'Royal Palaces' which saw our year 5 pupils working with years 7, 8 and 9 from the secondary school and the Year 11 drama students performing to our Year 4's then watching our Year 4's perform 'Carmen'. Our membership of the Thurrock Teaching Schools Alliance has meant that staff have been enrolled onto MA courses, NCTL leadership courses and early leadership opportunities. The TTSA are also licensed to provide the NPQH.

Our curriculum is engaging and enjoyable to teach, with many opportunities for children to have real experiences both in and outside the classroom. We are currently preparing to submit our application for the 'Learning Outside the Classroom' award, using our award-winning grounds and the local area as frequently as we can to ensure all children have thought-provoking and stimulating experiences across the curriculum. With specialist music tuition, sports coaches and strong links with the schools in our Multi-Academy Trust our school is a very enjoyable place to work and learn.

At Chadwell St Mary we have invested heavily in reading which is proving very popular with our pupils, especially since we opened our purpose built library in the Spring Term. We value the enjoyment of reading as well as recognising the benefits it brings to language development, emotional wellbeing and future aspirations.

We have very high expectations of our pupils, as a result they are well behaved, proud of their successes and always striving for improvement. Our daily life in school is underpinned by our core values, Perseverance, Safety, Self-Responsibility and Equality which were decided on by staff, governors and pupils.

'Safety' was specifically selected by our pupils and reflects the anxiety many of them feel about their lives and their futures. Our percentage of pupils eligible for funding from the Pupil Premium Grant is significantly higher than the National Average and we have many other children living in difficult circumstances too. We have established our school as a haven where pupils can feel safe, respected, valued and successful; nurturing and supporting our pupils is a paramount aspect of our work- 'levelling the playing field' so that all children, no matter the challenges they face, have the chance of a bright future.

This is just a 'snap-shot' of our school. If you are keen to find out more please contact us to arrange a visit or a telephone conversation. These can be arranged with Mrs Tina Gale in the school office.

We look forward to hearing from you,



Julie Donnelly

Headteacher

Information about South West Essex Community Education Trust

Dear Applicant,

SWECET is a growing, cross phase Multi Academy Trust, established in 2015 to serve the needs of its communities. SWECET currently has three 'Good' primary schools and one 'Outstanding' secondary.

The Trust believes that schools should be unique and individual institutions with distinct character and that through effective partnership we can challenge, support and learn from each other in order to raise standards and provide exceptional opportunities for all our young people.

In the current climate it is clear that schools need to work more closely. However, for the South West Essex Community Education Trust it is about providing schools with the autonomy to remain unique and special places for their learners without compromising on the highest expectations for all. Local context and leadership remains crucial to school improvement. In summary, being a member of SWECET avails all the benefits of effective cross phase partnership working without the constraints of corporate models of sponsorship.

It is an exciting time to be joining SWECET with all schools continually striving to be better. Considered, purposeful growth plans are in place that will be to the benefit of all stakeholders. A new secondary school joins us in April and we were invited by the DfE as an approved sponsor to submit applications to open a new Primary Free School in Havering and Secondary Free School in Thurrock. These are both due to open in 2020.

We are confident that, through strong and purposeful leadership, we can continue to have a positive impact upon the lives of young people, ensuring that all students achieve their potential, realise their aspirations and are well prepared for the next stage of their lives. That, of course, is where you come in!

As Deputy Headteacher at Chadwell St Mary, you will be joining an ambitious and innovative organisation. The school has strong leadership and presents a great opportunity therefore to develop your own skill set and experience, potentially in preparation for your own headship within the Trust in the future.

If you feel you may have the drive and acumen necessary for this exciting and challenging role then I would encourage you to arrange a visit to Chadwell or to speak with the Headteacher, Julie Donnelly, to find out more.

I sincerely hope that as a consequence of what you know and discover about Chadwell St Mary and SWECET that you decide to make an application for this post. I very much look forward to meeting shortlisted candidates in the coming weeks.



Steve Munday
Chief Executive, SWECET



Chadwell St Mary Primary



Deneholm Primary



Stifford Clays Primary



William Edwards School
Enrichment learning with a strong sporting ethos

Our values and commitment to each other:

We aim to secure a national reputation for the quality of the education provided within the partnership.

Securing the very best start in life for all our learners is the starting point for all decision making. We will work together to ensure that all children across our schools benefit from the highest standards of teaching and learning and are inspired, supported and prepared to fulfil their potential and enjoy coming to school.

Ambitious for children: always setting the bar high, even if it makes us feel uncomfortable, because by working together anything is possible.

A learning community: constantly understanding our needs and identifying best practice and research to generate a professional learning community. We are not afraid of asking for help, nor are we reserved in offering support & expertise wherever we can.

Builders of social capital: starting with the premise: 'what can we give?' rather than 'what can we get?' generates a rich community of mutual-support underpinned by professional generosity.

Quality & impact: holding ourselves to account with clear objectives and targets that clearly link to children's outcomes. As contributors, we will be open to the scrutiny of others, knowing that intelligent accountability and review is key to the continued success of any learning community.

Celebrating diversity: respecting the diversity of schools and members across our alliance. Seeing this as strength whilst ensuring no one is excluded or left behind.

Moral Purpose: committed to the success of children and adults in all of our schools. Our opportunity is to achieve something truly transformational that translates into a better education system for all. We celebrate the successes of our partners as we would our own

More information about the Trust is available at www.swecet.org



Our commitment to developing people:

The TTSA is one of the most well established and successful Teaching School Alliances in the Eastern region. The TTSA is based at William Edwards School and Chadwell St Mary is a strategic partner.

Established in 2012, the TTSA has received much acclaim for its work around Initial Teacher Training, Professional Learning and Support. It is the National College Teaching and Leadership Pupil Premium Champion for the Eastern region.

The TTSA is accredited to deliver a vast range of leadership development courses including NPQH.

More information can be found at www.thurrocktsa.org.uk

Job Description: Deputy Headteacher

Reports to: The Headteacher

Salary: Leadership Spine 4-9

The Role

The exact role and specific responsibilities of the Deputy Headteacher will be agreed annually and will change regularly, to afford each member of the Leadership Team the opportunity to gain experience in all aspects of school leadership.

The Deputy Headteacher will lead on curriculum development, timetabling, tracking and analysis of results/data, behaviour management, external relations and community links, staff development, training and induction. As a member of the senior leadership team, the Deputy Headteacher will also be centrally involved in the overall leadership and management of the school, and will help to maintain the school culture that is both nurturing and rigorous.

Key Responsibilities

- To take an active lead on assessment through diagnosing and implementing effective strategies for raising the attainment of students across the school
- To support colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the School
- To support and contribute to the process of writing, implementing, evaluating and reviewing the School Improvement Plan and Self-evaluation, with understanding of their position and relevance in the cycle of school resourcing, improvement and long term planning
- Alongside the Headteacher, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.

Safeguarding

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Sharing information with other professionals
- Take responsibility as the designated professional lead for Safeguarding in the absence of the Headteacher
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

Outcomes and Activities

Leadership and Management

- To share responsibility for the management of the School and the day-to-day running
- To contribute to the review and decision-making processes including the formulation of aims and objectives
- To fully support whole school policy decisions, contribute to their establishment, implementation and review
- To actively promote the school and liaise with outside agencies as necessary, representing the Headteacher and SWECET as appropriate
- To contribute to discussions and decisions at Leadership Team meetings
- To offer information, advice and perspective to the Local Governing Body and to any legitimate external inquiry/evaluation
- To communicate and consult with staff, students, parents and members of the local community as necessary
- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the Headteacher, to deputise and undertake the professional duties of the Headteacher as reasonably delegated

School Ethos and Culture

- To maintain a presence around the school ensuring that the highest standards of behaviour and site use are upheld.
- To contribute to overview and review of student behaviour and to participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the Leadership Team
- To be active in issues of staff and student welfare and support
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community.

Teaching and Learning

- To identify strategies for raising the attainment of students and to work towards these identified and agreed goals
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all pupils achieve at Age Related Expectation (ARE) or, if well below level, make significant and continuing progress towards achieving at level
- To be able to model outstanding practice in terms of classroom teaching, preparation, marking and assessment.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other reasonable responsibilities as directed by the Headteacher.

Person Specification: Deputy Headteacher

	Essential	Desirable
Personal attributes/Qualifications		
Excellent organisational skills	x	
Confidence in using technology	x	
Ability to inspire and enthuse pupils and staff	x	
Degree level and above- Qualified Teacher Status or equivalent	x	
Leave to teach in the UK	x	
Ambitious approach to personal and professional development	x	
Appreciation of the value of collaboration	x	
Willingness to organise and lead extra-curricular activities		x
A sense of humour!	x	
Leadership and Management		
Leadership experience in Primary Phase	x	
Evidence of impact on school improvement priorities	X	
Experience of school evaluation- identifying strengths and weaknesses		x
Ability to communicate clearly, both written and oral	X	
Experience of leading the development of staff at different stages in their careers- developing the leadership of others	X	
Able to uphold and model the school's core values	x	
Experience in leading English development across the Primary Phase		x
Teaching, learning and assessment-outcomes for pupils		
Ability to analyse data and determine priorities as a result		x
A strong track record for highly effective teaching	x	
Experience of teaching in at least two key stages		x
Knowledge of what outstanding teaching and learning means in practice	x	
Expertise in securing improvement of teaching	x	
Behaviour and Welfare		
Ability to demonstrate outstanding safeguarding practice	x	
Experience of working with parents to secure excellent pupil behaviours	X	
Commitment to equality and the best outcomes for all pupils	X	

Application Information

Application Form- Electronic version available from the school's website-vacancies area

Deadline: Midday 23rd March 2017

Shortlisting: 23rd/24th March 2017

Interviews: Week commencing 27th March

A copy of our Recruitment Policy is available on the school's website.

