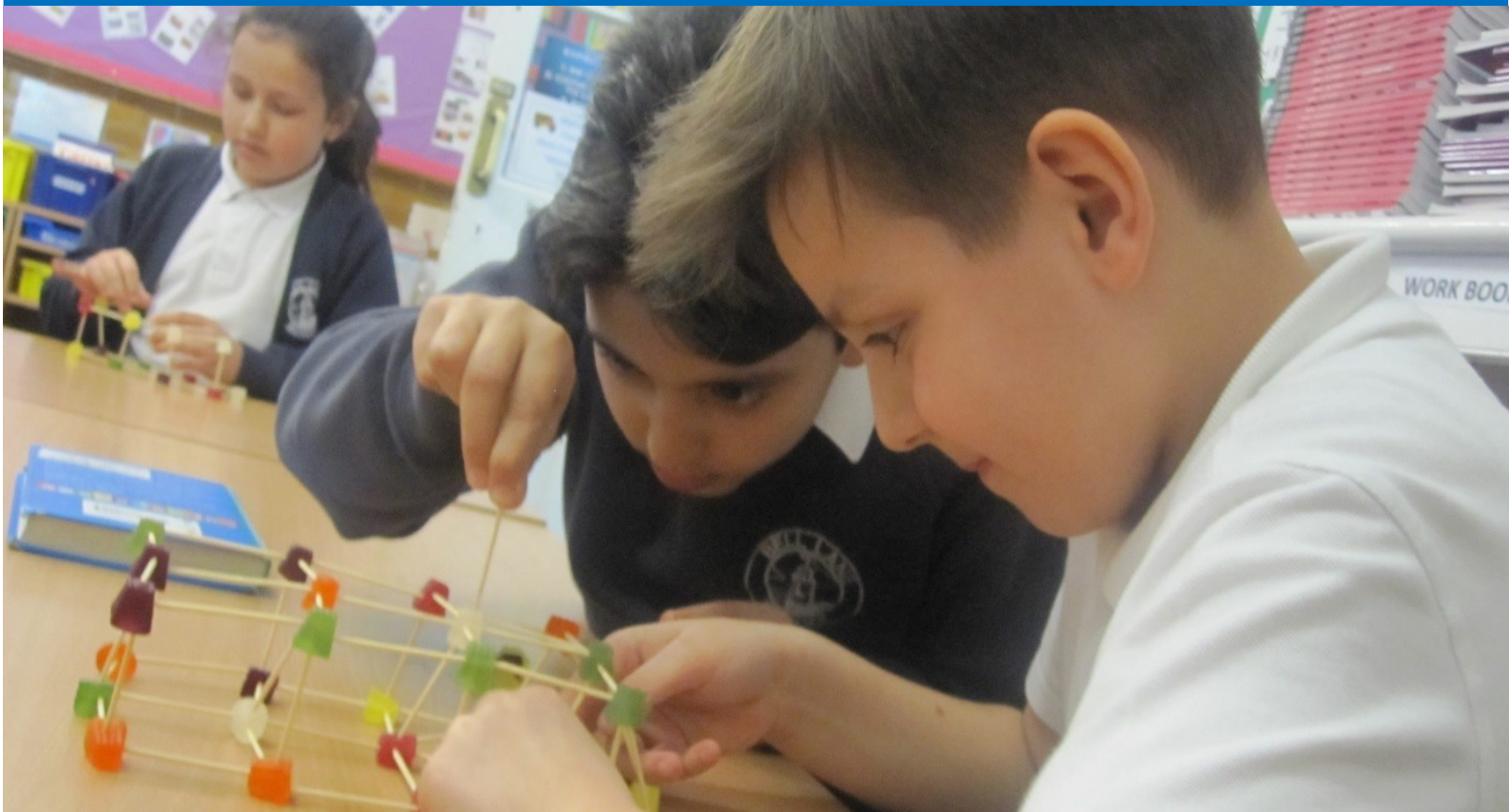




# Bell Lane Primary School and Children's Centre



A VALUES BASED SCHOOL

**Deputy Headteacher**  
Candidate Information

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## Striving for Excellence

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Bell Lane is characterised by the rich cultural and ethnic mix of its intake. Over 440 pupils and over forty teaching and non-teaching staff represent all five continents with about 50 different languages spoken.

*"We have teachers that are hardworking, dedicated and helpful. In Bell Lane, we always try our best and strive for excellence."*

The School Council

Bell Lane has a diverse inner-city intake. We have a high percentage of children with English as an additional language and high levels of mobility and disadvantage. We are proud to serve a multi-faith local community.

We are ambitious for all our children and believe that our emphasis on high quality teaching is a key feature of our success. We spend a great deal of time ensuring that as teachers we are well prepared and continuously learning and enhancing how we teach in order to extend our pupils. Throughout our curriculum, our pupils enjoy a wide range of enrichment activities which serve to enhance their depth of learning.

Our Edwardian building is full of history and our new sports centre offers space for physical activity. Our Children's Centre is a well-respected and important part of the community. It serves a diverse range of families, many of whom go on to join the school. We have provision for two year olds, which alongside the services offered by the Children's Centre, further supports families in the community.

### Our ethos

Governors, staff, parents and carers at Bell Lane are committed to making our school a safe, secure and positive learning environment. Our aim is to nurture and develop our children as confident and resilient young people, encouraging them to develop their full potential in readiness for secondary education.

Our goal is that all of our children should, eventually, be able to access higher education and participate fully in our democratic society.



### About the role

This is an exciting time to join Bell Lane! We are now looking for a remarkable Deputy Headteacher who will complement our Head teacher who started in September and who, together, will form a dynamic team. As our Deputy Headteacher you will share our vision and bring a restless and infectious determination to making sure that we do not miss any opportunities to improve the life chances of all the children at Bell Lane.

You will share our values and support and drive the rapid improvements made over the last year.

You will have a real understanding of what outstanding learning looks like and the ability to nurture our team and raise standards of learning to enable our children to confidently access the next stage in their academic journey.

Our children are eager to earn, our staff are committed, our parent body is supportive, and we have a Governing Board that is rapidly improving.

Bell Lane Primary School has all the ingredients to become an outstanding school at the centre of its community. Our new Deputy Headteacher will work tirelessly with our Headteacher to make that happen.

## Our Vision

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### BELIEVE

At Bell Lane Primary School, at the heart of everything we:

**B**uild a safe environment  
*to help us*

**E**ngage in our education  
*to help us*

**L**earn that we can shape the world  
*because*

**I**ndependent thinking requires collaboration  
*to help us*

**E**xcel in our work, aiming high  
*to help us*

**V**alue everyone's differences  
*because*

**E**ducation will support our future generation.

We **believe** in everyone being a learner, including our teachers. If you **believe** in me, I **believe** in you.

As school staff, volunteers and visitors we focus on:

- showing **unconditional positive regard** for children and one another;
- being publicly **upbeat, positive and optimistic**;
- valuing **every adult working as a 'teacher'**;
- being **role models** – there are no bystanders; everyone has high expectations.

## Value of the month

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### 2019 - 20

September ~ Peace

October ~ Respect

November ~ Responsibility

December ~ Thoughtfulness

January ~ Resilience

February ~ Friendship

March ~ Empathy

April ~ Hope

May ~ Determination

June ~ Fairness

July ~ Perseverance

August ~ Love

## Our Requirements

### Key Priorities for 2019-2020

- Improve the quality of teaching, learning and assessment through effective leadership
- Provide a curriculum that reflects the vision and values of the school.
- Develop pupils behaviour so that they have high levels of respect for others and feel confident within themselves.
- Provide meaningful opportunities for pupils to develop their talents and interests.
- Strengthen and empower leaders and managers at all levels (including governors and middle leaders) to provide a clear, strategic vision based on the school's drive that achieve high standards and an uncompromising, highly successful drive to improve pupils' achievements.

**Bell Lane Primary School has all the ingredients to become an outstanding school at the centre of its community.**



### Deputy Headteacher

We are seeking to appoint an energetic, innovative leader to join our friendly and forward-thinking team. The successful candidate will be an inspirational practitioner with proven leadership skills, who is confident to make independent decisions. You will work in partnership with the Headteacher to promote and manage all aspects of the school's performance.

#### If you:

- always strive for high expectations
- are an excellent, first-class teacher
- are committed to the achievement of high standards by all pupils
- share a passion for a creative and exciting curriculum that in-spires and motivates children
- are a great team player who is able to lead and inspire staff
- share a commitment to a values-based nurture-driven approach
- are an innovative, independent and strategic thinker with vision and fresh ideas
- have the ability to inspire, motivate, coach and influence staff and children
- have good organisational and management skills
- can uphold our happy, positive learning environment.

#### We can offer:

- enthusiastic, happy children, who are keen and eager to learn
- a commitment to developing your leadership skills
- a dedicated and enthusiastic staff team
- high quality professional development opportunities
- parents who work as partners with the school for the benefit of their children
- a supportive and hard-working governing body.

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# Job Description

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## Main purpose of the role

- 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 headteachers and the school's own policy
- The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- The Deputy Headteacher will assume responsibility for the discharge of the Headteacher's functions and duties at any time when they are absent from the school
- The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a class teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD)
- Work with the Headteacher to provide vision, leadership and a clear direction for the school

## Main duties and responsibilities

- Support the Headteacher in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school
- Support the Headteacher in ensuring that financial management and administrative procedures in school support its vision and aims
- Support the Headteacher in the management and organisation of the school accommodation to ensure that it meets the needs of the curriculum and health and safety regulations
- Support the Headteacher in the production, implementation, monitoring and review of policies adopted by the School Governing Body
- Support the Headteacher in the production, implementation, monitoring and evaluation of a school improvement plan which identifies priorities and targets for ensuring that pupils make progress and achieve high standards, and increasing teachers' effectiveness
- Share in an overview of the curriculum across the primary range to support and complement the skills and expertise of the Headteacher
- Work with the Headteacher and governors to recruit staff of the highest quality.
- Support the Headteacher in the deployment, supervision and welfare of all staff
- Support the Headteacher with the discipline and pastoral care of all pupils
- Report to the Head teacher and Governors as appropriate

## Qualities and knowledge

### Under the direction of the headteacher:

- Support with the day-to-day management of the school
- Support the Headteacher with the timetable design across the school to ensure all pupils access a broad, balanced and differentiated National Curriculum. To organise all cover within the school. This will involve:
  - Organising the cover of absent / sick colleagues on a daily basis
  - Organising, in partnership with the Headteacher, long term cover arrangements: e.g. Long-term sick cover, maternity leave
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

## Pupils and staff

### Under the direction of the headteacher:

- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice



## Systems and processes

### Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

## The self-improving school system

### Under the direction of the headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

## Other areas of responsibility

- Take responsibility for safeguarding the welfare of all children you are responsible for as the designated or deputy safeguarding lead.
- Comply with Bell Lane Primary School policies and contribute to their evaluation and development
- Contribute to the overall ethos, aims, and work of Bell Lane Primary School
- Keep abreast of current legislation and developments relating to your area of work
- Proactively seek and participate in professional development, training and other learning activities
- Participate in performance management processes
- Be a positive role model
- Attend and participate in team, department, school or SLT meetings as appropriate
- Actively contribute to the school and Bell Lane self-evaluation processes and development of future improvement plans
- Carry out such duties as the Headteacher may reasonably direct from time to time.

# Person Specification

## A. Qualifications and experience

- Graduate level qualification or equivalent
- UK Qualified teacher status
- Recent experience of working successfully as a senior leader in a school
- Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice
- Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school
- A clear understanding of the essential qualities necessary for effective teaching and learning
- Evidence of involvement in successful whole school curriculum development.
- Up to date knowledge of statutory regulations and guidance relating to the post

## B. Knowledge, skills and abilities

Can demonstrate the ability to:

- Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement
- Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements
- Lead and manage a school team/s to successfully achieve agreed goals
- Be an effective team player that works collaboratively and effectively with others
- Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate)
- Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)
- Demonstrate high quality teaching strategies
- Support, motivate and inspire both colleagues and pupils by leading through example
- Contribute effectively to the work of the Headteacher and senior leadership team
- Deal successfully with situations that may include tackling difficult situations and conflict resolution
- Work successfully with a range of external agencies

## C. Personal & professional qualities

- The ability to inspire, lead, motivate and show confidence in coaching others
- A genuine enthusiasm for, and commitment to, the development of young people
- Commitment to ensuring inclusion, addressing the rich social and cultural diversity within the school and surrounding community.
- The ability to develop effective working relationships with all external partners
- The ability to make informed judgments and think clearly under pressure
- Emotional resilience and the ability to reflect on own performance and overcome adversity
- Emotionally intelligent with a positive, calm and solution focussed approach
- The ability to deal with difficult situations effectively
- The ability to work independently and as part of a team
- A positive attitude to change
- Strong personal motivation and drive, loyalty, flexibility and good sense of humour
- Willing to take part in extracurricular activities

## D. Commitment

Demonstrate a commitment to:

- Equality
- Promoting the school's vision and ethos
- High quality, stimulating learning environment
- Relating positively to and showing respect for all members of the school and wider community
- Ongoing relevant professional self-development
- safeguarding and child protection

**Headteacher: Miss Harsha Patel**

**Tel: 020 8203 3115**

**Email: [office@belllane.barnetmail.net](mailto:office@belllane.barnetmail.net)**



**Bell Lane Primary School  
& Children's Centre  
Bell Lane, Hendon, NW4 2AS  
Website: [www.belllaneprimaryschool.co.uk](http://www.belllaneprimaryschool.co.uk)**

## *'Striving for Excellence'*

Dear Prospective Deputy Headteacher

Thank you for expressing an interest in the Deputy Headteacher role at Bell Lane Primary School and Children's Centre. This Deputy Headship comes at an exciting time because I took on my headship in September 2019 and we have made some remarkable changes in the school.

I am seeking to recruit a Deputy Headteacher to work closely with me and other members of the Senior Leadership Team in leading and promoting high standards of achievement in all aspects of children's development. I am looking for an inspirational practitioner with proven leadership skills, who is confident to make independent decisions.

Our children are wonderful and keen to learn. Our staff has a dual ambition for our children to achieve highly academically, explore a wide range of interests and develop a life-long love for learning. Governors are supportive, provide challenge and are committed to the school's vision.

I hope that you will share our vision for our school and be excited about joining our team and working with our school community. Your contribution of strong and effective leadership of our staff team will ensure that they are happy and successful. Your support to my role as Headteacher will be critical through working with staff, parents, governors and our community in ensuring our school achieves the very best.

This is an important time for Bell Lane Primary School and Children's Centre and we need the right person to take on this fantastic opportunity to support us in the journey towards becoming a good, and ultimately, an outstanding school. If you are enthusiastic about making a real difference and can inspire ambition and confidence in others, then I urge you to apply and look forward to meeting you.

It is very important to us that you visit the school before you apply and get a feel for our ethos and ambition.

Please read the accompanying job description and specification and if you fulfil the criteria, I would be delighted to receive your application. To apply, be succinct and clear, giving real examples of your work and the impact it made on children's learning, specify the outcomes and tell us about your successes. Address each point of the personal specification in order, labelling them.

Thank you for taking the time to consider this Deputy Headteacher post and I look forward to meeting you.

Yours sincerely

Miss Harsha Patel  
Headteacher

<b>Key school facts and statistics</b>	
<b>Type of School</b>	Two form entry community primary A 52 place nursery (am and pm) and 12 place Fee2 provision (pm only)
<b>Age range</b>	2 – 11
<b>Denomination</b>	Community
<b>Co-educational or single sex</b>	Co-educational
<b>Number of children</b>	442
<b>Schools Awards</b>	Healthy School Awards, Stonewall School Champions, Every Child a Reader, Maths Mastery, Ruth Miskin – Read, Write, Inc, Stars 2018 – Gold Level accreditation
<b>Number of teaching staff</b>	20
<b>% of children eligible for the Pupil Premium Grant</b>	46%
<b>% of children with EAL</b>	81%
<b>% of children with SEND</b>	2.1%
<b>EYFS results</b>	Overall GLD = 71% Reading – 76% Writing – 71% Number – 84% Shape, Space and Measure – 82%
<b>Key Stage 1 results</b>	Phonics = 82% Reading – 72% Writing – 67% Maths – 76%
<b>Key stage 2 results</b>	Reading – 74% Greater Depth – 24% Writing - 68% Greater Depth -12% Maths - 86% Greater Depth - 32% SPAG - 84% Greater Depth – 42%



## Application

### Selection process and how to apply

Completed application forms must be received by the deadline stated in the timetable below. You must complete the London Borough of Barnet Application Form which accompanies this Brochure and return it to the school office by post or email [office@belllane.barnetmail.net](mailto:office@belllane.barnetmail.net) marked **FAO Miss Harsha Patel, Headteacher**

### Recruitment timetable

<b>Visits to the school</b>	Friday 17 January 10:00am Tuesday 21 January 10:00am and 1:30pm
<b>Deadline for applications:</b>	Wednesday 29 January Noon
<b>Shortlisting:</b>	Thursday 30 January
<b>Candidates notified regarding interviews:</b>	Friday 31 January
<b>References obtained:</b>	Friday 31 January
<b>Interviews:</b>	Tuesday 4 February

### Completing your application

You are asked to complete all the standard information required on the application form and are advised to be succinct and clear, giving real examples of your work and the impact it made on children’s learning, specifying the outcomes and telling us about your successes. Address each point of the personal specification in order, labelling them. If providing additional pages or information, you should ensure it is clearly labelled.

### Visits to the school

Visits to the school are encouraged and can be arranged by contacting Cara Demetriades on 020 8203 3115. For an informal discussion about the post please contact Harsha Patel, Headteacher on the number above.

### Shortlisting process

The shortlisting process will take place on Thursday 30 January. Shortlisted candidates will be notified on 31 January and given more details. Please ensure that your preferred means of urgent contact (phone, mobile phone or e-mail) is clearly identifiable on the application form, so that your confidentiality is maintained.

### References

Candidates are advised that references will be taken up immediately after shortlisting. You are asked to ensure that your referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



*Bell Lane Primary School and Children’s Centre is committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this commitment. This post is subject to an enhanced DBS check.*