



HUJJAT PRIMARY SCHOOL

RECRUITMENT PACK

Deputy Headteacher

September 2022

Permanent Full Time Contract

L 6 - 10

Welcome

Dear Applicant,

Thank you for your interest in this unique and exciting opportunity to play an important role in the development of our new free school in Harrow.

The Hujjat School Trust's vision is to develop a school infused with positivity, creativity and passion for learning, which raises all children's aspirations regardless of their backgrounds.

School years are amongst the most influential period in our lives. Using Hujjat Primary's values-based approach to education, teachers will model values of the school to help create a happy and inclusive environment inspired by Islamic values where children can indulge their curiosity, develop a lifelong love for learning and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

The successful candidate will become a key member of the Senior Leadership Team leading the school in terms of the curriculum.

You are welcome to visit the school in preparation for applying for the post by emailing me directly at headteacher@hujjatprimary.org.

David Poole,
Headteacher



"pursuit of knowledge

kindness & honesty

peace & equality

freedom of speech & thought"



Ethos

Our faith designation is reflected in the values of the school, fostering cohesion and placing the school at the heart of the community.

The universally accepted human values and principles that are also cornerstones of the Islamic faith, will be promoted and embedded into the fabric of the school through the curriculum and the behaviour policy, ensuring that everyone, adults and children, of all faiths and none, can identify with and benefit from them.



Location

Surrounded by nature yet close to local amenities and transport links, Hujjat Primary School opened in September 2020 as Harrow's first Muslim faith designated Free School, and will have capacity for 420 children across 7 year groups by 2026.

Harrow is a vibrant, diverse Borough with a history of strong educational standards and many schools achieving above the expected national levels. The primary schools are very supportive of each other and often work on new initiatives together. The successful applicant will have the opportunity to help shape the curriculum and broader environment of the school as part of the Senior Leadership Team.



Curriculum

The Islamic philosophy of education emphasises that education must be for the holistic development of the individual and of society. At Hujjat Primary School, our commitment to outstanding academic achievement will therefore go hand-in-hand with the nurture of values, which underpin the development of good character.

The curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;

*Successful learners,
able to think,
question and reflect
independently*

*Confident, respectful
and effective
communicators who
can express themselves,
make informed choices
and build positive
relationships*

- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills;

- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

*Well-rounded and responsible
citizens with a respect and
appreciation for the rights,
views, values and property of
others, and who make a positive
contribution to the school and
the community beyond*

Hujjat Primary School embodies high expectations, high standards, and enables children to extend their learning to engage with local, national and international initiatives which reflects the diversity in our community both within and outside the school.



The vacancy

We are now seeking to appoint a Deputy Headteacher to support the Headteacher in the development of a whole school curriculum.

Please refer to the job description and person specification below for further details.

The Trust is committed to offering a variety of comprehensive learning and developmental opportunities for the successful candidate.



How to apply

Candidates of all faiths and none are very welcome to apply.

We hope that the information provided is useful and informative. If you wish to arrange an informal discussion in relation to the role, please do not hesitate to contact David Poole, Headteacher on headteacher@hujjatprimary.org or telephone 020 8189 9730.

To apply, please see the job advert <https://www.tes.com/jobs/> and complete the TES application form which should include an explanation of your interest in the role and how your passion, experience and skills will secure its' successful delivery.

Closing date for applications: Sunday 20th March 2022

Interview date: Week commencing 28th March 2022

Safer Recruitment

Hujjat School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Barred List Check
- Disclosure and Barring Service Check
- References
- S128 Check
- Childcare disqualification declaration



Job Description
DEPUTY HEADTEACHER
Curriculum Lead
Leadership Scale 6 - 10

Job Purpose

- To deputise for the Headteacher.
- To provide professional leadership and management in the school.
- To be accountable for high standards of teaching, learning and curriculum standards achieved across the school.
- To contribute as a member of the Senior Leadership Team.
- To co-teach a class.
- To undertake associated leadership and management duties.
- Duties as well as other general responsibilities in the school as directed by the Headteacher.
- The key priority for the post holder in the first year will be to develop the curriculum planning across all year groups in the school including the Faith element of the curriculum.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the school Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

STRATEGIC DIRECTION, LEADERSHIP and DEVELOPMENT of the SCHOOL

The Deputy Headteacher is required to:

- Support the Headteacher in defining, meeting and promoting the vision, aims, ethos and policies of the school and promote high levels of achievement.
- Support the Headteacher in the preparation of the Self-Evaluation Report and the School Development Plan and to meet the priorities in the SDP within the local and national context and to take responsibility for appropriately delegated aspects of it.
- Support staff in achieving priorities and targets which the school sets itself and to provide them with support and guidance in their implementation.
- Work with staff and trustees to prepare and update curriculum policies, schemes of work and job descriptions.
- Help ensure the effective implementation of new projects and initiatives.
- Demonstrate high levels of social skills, dealing sensitively with staff, parents and



other members of the school community.

- Play a key role in the behaviour management of the whole school.
- Undertake other associated duties in the school as directed by the Headteacher.
- Lead the development of teaching and learning.
- Manage the induction and mentoring of teachers and SCITT trainees.
- Organise and lead meetings in keeping with the role of Deputy Headteacher.

TEACHING and LEARNING

- Lead, manage and develop aspects of the curriculum and the learning contexts in order to meet the needs of the learner.
- Lead aspects of learning throughout the school developing and employing assessment strategies and data analysis.
- Lead, develop and enhance the teaching practice of other staff through monitoring and evaluation and through implementing improvement strategies that ensure effective teaching and learning for pupils.
- Line manage a team of staff including the performance management and development of its members.
- Develop the team culture which promotes collaboration, sharing professional values, knowledge and understanding, celebration of achievements and a team responsibility for outcomes.
- Establish and maintain a supportive ethos that enables learners to achieve their potential through creating and managing a positive learning environment and behaviour management strategy.
- Model the planning to other teachers for the short, medium and long term and model lessons to provide for the differentiated needs of learners and to ensure curriculum coverage.
- Implement a range of effective teaching and learning strategies including assessment for learning, employing inclusive practices to meet the needs of all learners.
- Show continuing development of teaching expertise, subject and phase knowledge to enrich the learning experiences of pupils.
- Contribute to the monitoring and development of a curriculum area to ensure high standards.
- Play a role in the development and application of policies and practice to raise standards in the school.

LEADING and MANAGING STAFF

- Work collaboratively, within and beyond the classroom, with support staff, teachers and other professionals, parents, agents and communities to promote well-being of learners.
- Contribute to the development of teachers and teaching assistants.
- Support the Headteacher in the implementation of the school's appraisal process.
- Work with trainees and ECTs to offer appropriate mentoring, induction and support.
- Lead staff in professional development activities and evaluate outcomes.



The post holder is also required to:

- Comply with the school's policies and practices developed by all staff and approved by the Trust Board in line with current National guidelines.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- Promote equal opportunities with the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Be aware of issues of health and safety and to alert the Headteacher to any potential risks within the school.
- Monitor and report to parents on the progress of pupils in the allocated class.
- Assess pupil's achievements and progress by reference to arrangements agreed within the school.

As a member of the Senior Leadership Team you will:

- Take a lead role in ensuring the vision, aims, ethos and policies of the school are shared and active.
- Be available before and after school to support teachers, teaching assistants, pupils and parents/carers.
- Support teachers with parent consultations when required.
- Be on the lunchtime duty rota.

The Deputy Headteacher will:

- Contribute to the leadership and organisation of school activities, events and initiatives.
- Regularly take assemblies and be prepared to take additional assemblies if required.
- Undertake all relevant tasks to ensure a consistently high standard of information is circulated to parents, carers and the community through newsletters, notices and the school website.
- Contribute to school self-evaluation and school improvement planning.

Note: the job description is not intended to be an exhaustive list of duties and may be subject to amendment at any time in the light of the developing school needs and within the terms of your conditions of employment but only to an extent consistent with those conditions of employment as the needs of the school may require and only after consultation with you.

This job description will be reviewed annually or sooner as part of the appraisal cycle. The school's grievance procedure applies in relation to any serious dispute arising in connection with this job description and any amendment.



DEPUTY HEADTEACHER CURRICULUM LEAD

PERSON SPECIFICATION CORE REQUIREMENTS

1. Qualifications and Training

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
1.1	Qualified teacher status.	E	✓			
1.2	Good honours degree or equivalent.	D	✓			
1.3	Evidence of continual professional development.	E	✓	✓	✓	
1.4	Management and leadership skills training.	D	✓	✓	✓	

2. Experience

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
2.1	Minimum 6 years teaching across the primary range.	E	✓	✓	✓	✓
2.2	Excellent classroom practitioner.	E		✓	✓	✓
2.3	Leadership and management experience in areas of the curriculum and other projects designed to raise standards within a school.	E	✓	✓	✓	



2.4	Involvement in the process of school improvement planning monitoring, review and evaluation.	E	✓	✓	✓	
2.5	Developing partnership with parents and other community stakeholders in a school for mutual benefit.	E	✓	✓		
2.6	Experience of managing a budget.	D		✓		
2.7	Experience in interpreting statistics to support school improvement.	E	✓	✓	✓	

3. Knowledge

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
3.1	Sound knowledge and understanding of recent education legislation and its impact on schools.	E	✓	✓	✓	
3.2	Understanding range of approaches to teaching and learning for pupils with varying learning abilities.	E	✓	✓	✓	✓
3.3	Sound knowledge of new primary curriculum.	E	✓	✓	✓	✓



3.4	A substantial knowledge, experience and enthusiasm for curriculum leadership and development including a clear grasp of recent changes.	E	✓	✓	✓	✓
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4. Skills and Abilities

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
4.1	The skills to ensure the successful management and Implementation of change.	E		✓		
4.2	Skills in managing behaviour positively.	E	✓	✓	✓	
4.3	Proven ability and confidence to lead and manage teams.	E		✓	✓	
4.4	Proven ability to establish and maintain collaborative working with a wide range of other professional as part of the delivery of multi-agency support services.	E	✓	✓		
4.5	Proven ability to prioritise and organise.	E		✓		



4.6	Effective communicationskills including the ability to negotiate and influence effectively.	E		✓		
4.7	Proven ability to identify and support own training needs and those of staff.	E	✓	✓	✓	
4.8	Proven ability to appreciate new technology and understand its usefulness within an educational environment.	E	✓	✓	✓	✓
4.9	Proven ability to identify problems/needsand construct solutions.	E	✓	✓	✓	
4.10	Experience ofusing ICT in management and data handling.	D	✓	✓	✓	
4.11	Use of ICT in teaching and learning.	E	✓	✓	✓	✓
4.12	Ability to raise school achievement through wider professional input.	E		✓	✓	



5. Personal Qualities

		Essential/ desirable	Application form	Interview	Presentation/ task	Teaching observation
5.1	Enthusiastic about learning and development for all involved in the school.	E	✓	✓	✓	
5.2	Promotion of creative approaches to learning and teaching.	E	✓	✓	✓	✓
5.3	Ability to manage and learn while maintaining a work life balance.	E	✓	✓		
5.4	Open, honest and able to reflect on the challenges and opportunities such a role enables.	E	✓	✓	✓	
5.5	Organised, hard-working and able to prioritise to meet the school's needs.	E	✓	✓	✓	

